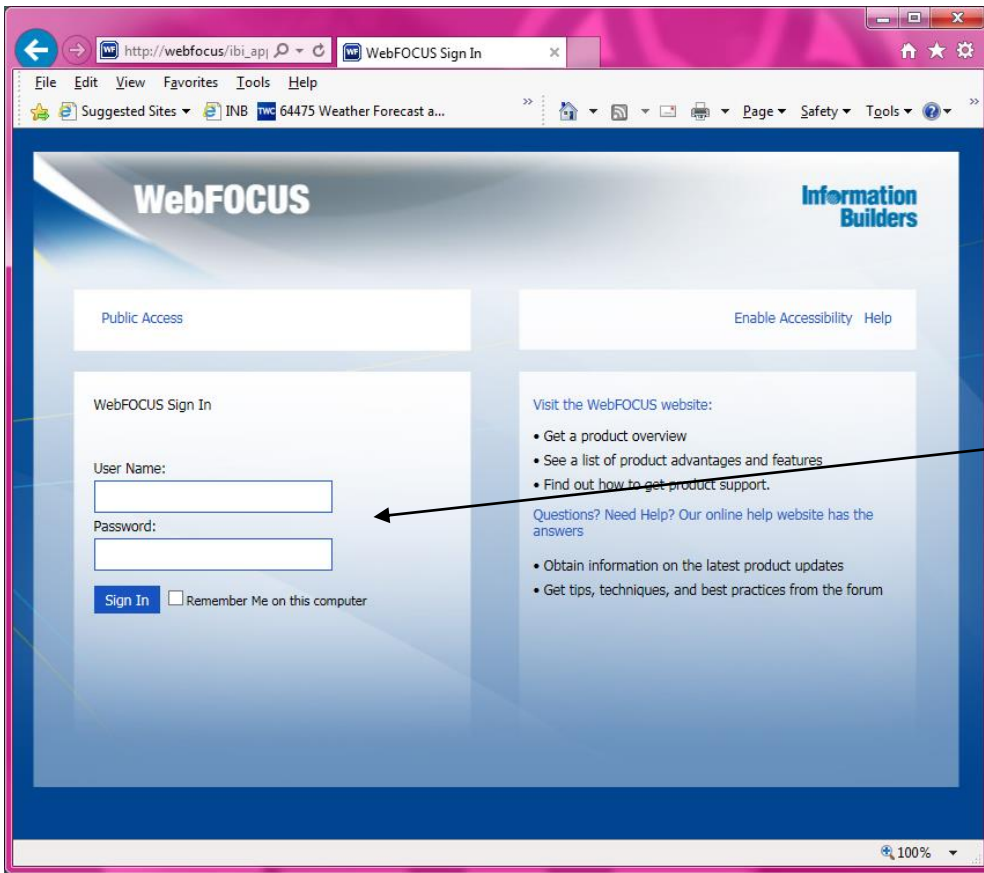


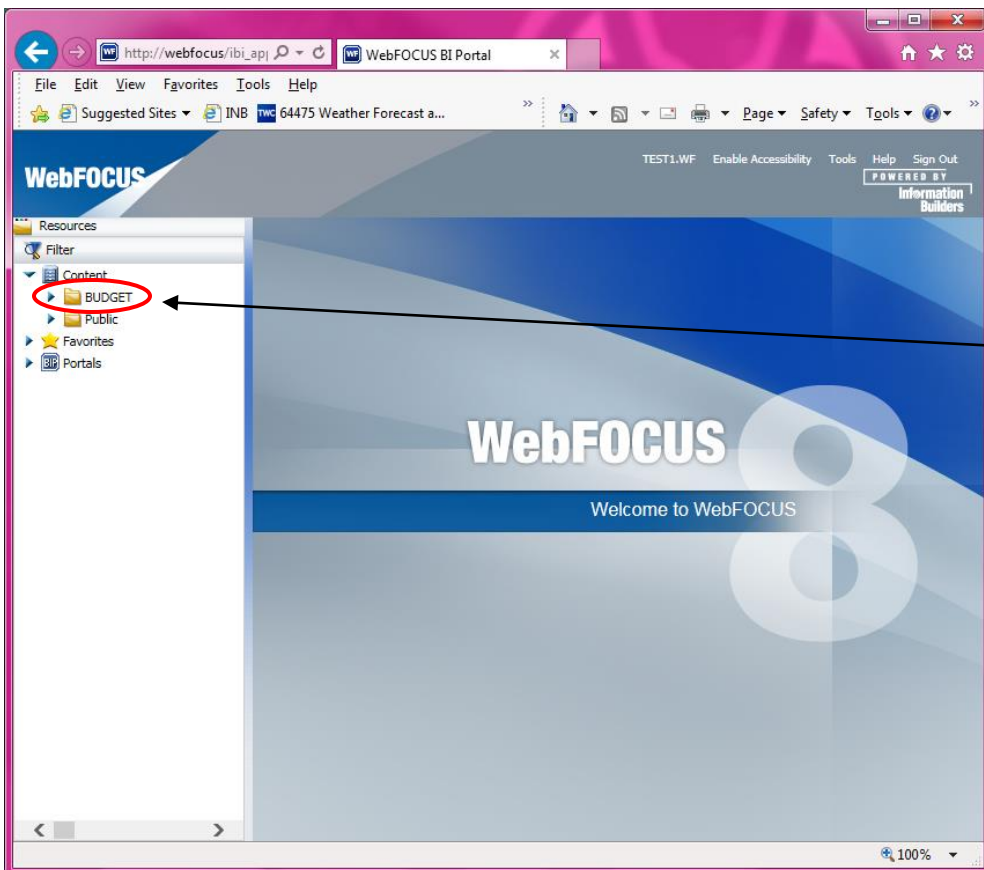
WebFOCUS Budget Reporting & Reference Guide

Use the following link:

https://webfocus.nwmissouri.edu/ibi_apps/signin

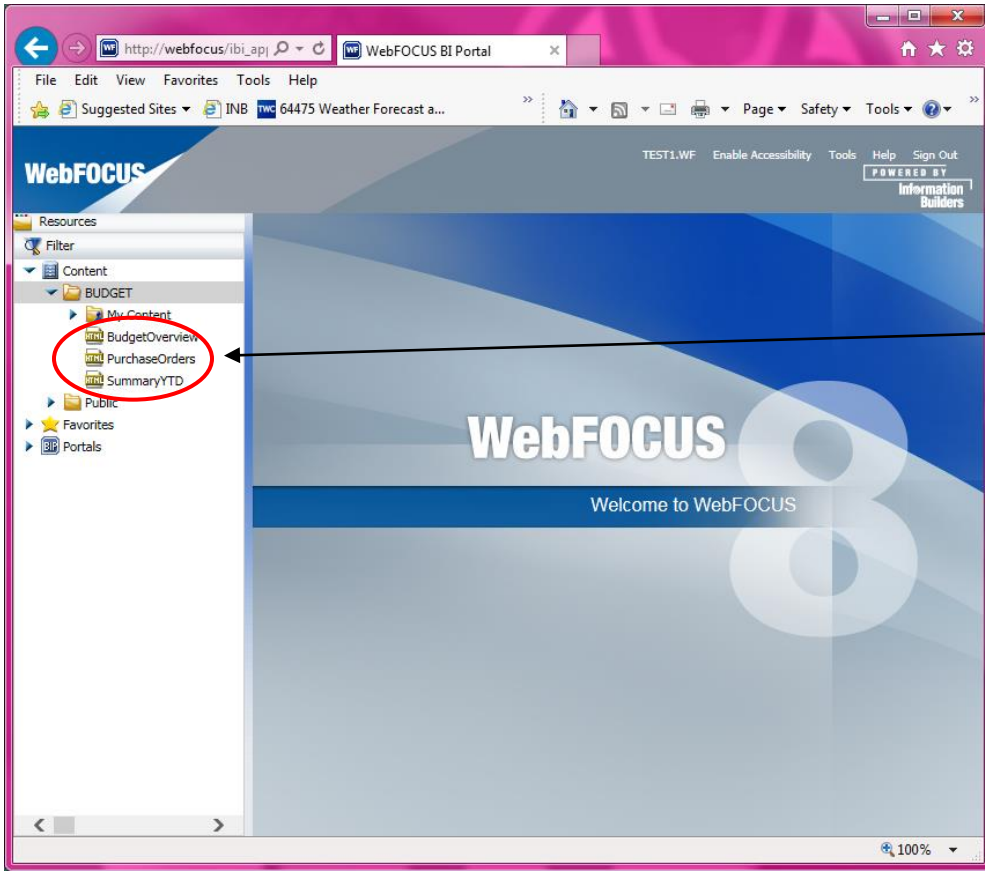


Enter your network/email username & password



You may see multiple content folders if you run other WebFOCUS reports.

Double Click the 'Budget' Folder



The folder will expand to show available reports, which are explained below.

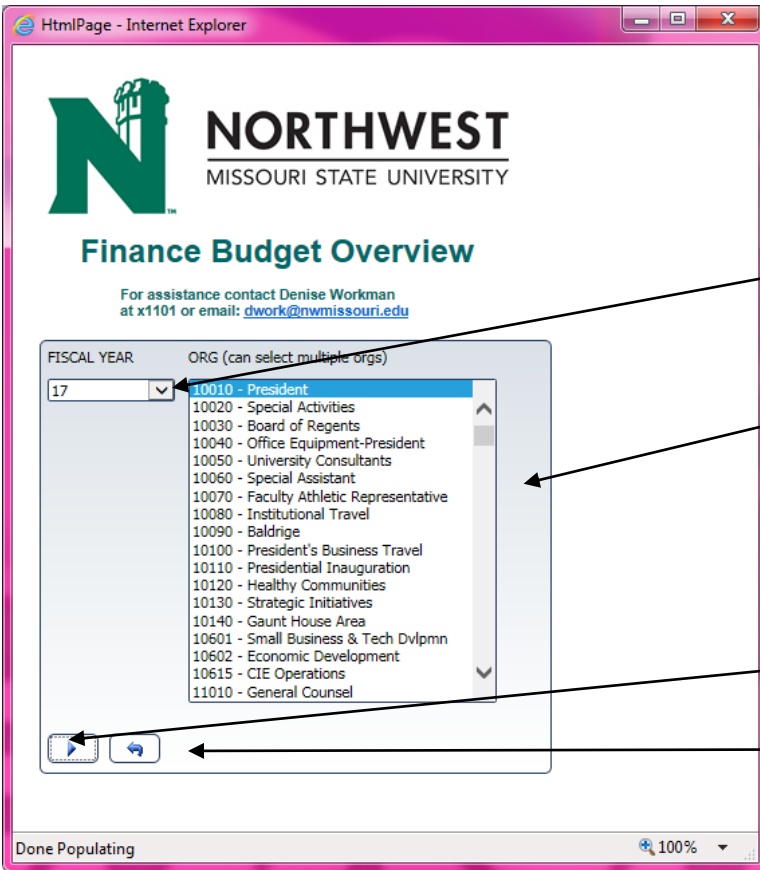
Double Click the report you wish to execute

BudgetOverview (E&G/Auxiliary Funds)

(This report uses Banner Fund/Org security. If you have any questions regarding these reports or your Fund/Org access contact Denise Workman at x1101 or email: dwork@nwmissouri.edu)

Description: The Budget Overview provides users the ability to obtain a summary of revenues and expenses within an area of financial responsibility by selecting multiple Orgs. The report opens in Excel and reflects an overall total of Orgs selected and a detailed view for each individual Org by revenues, salaries, direct expenditures, transfers and gain/loss to the university budget. To obtain transaction level detail, the user will need to refer to Summary YTD report.

*This report will only run for A101 (Education & General) and H100 (Auxiliary) as those receive an established University budget.



Select Parameters:

Fiscal Year

Select from drop down box

Org

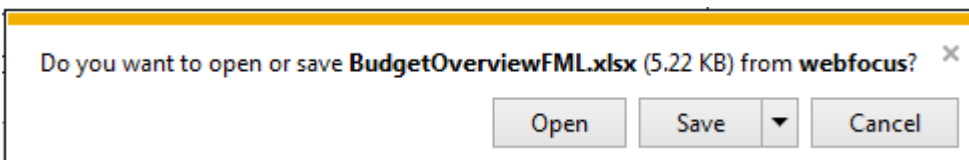
Select Org(s)
Hold 'Shift' button for multiple Orgs

Run Report

Click the right arrow button

Reset Parameters

Click back arrow button



Click 'Open' to open report

or

Click Save drop down and select 'Save As' to save report

BudgetOverview Report

BudgetOverviewFML.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Acrobat Workman,Denise B

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M11

	OrigBud	RevisedBudget	YTDActv	Commitments	BalanceAvail	Percent of Revised Budget
Northwest Missouri State University						
EandG Budget Overview - YTD - Fiscal Year 16						
Page: 1 Prepared On April 8, 2016 (BudgetOverview)						
1						
2						
3						
4						
5						
6						
7	Revenues	2,100,664.00	2,100,664.00	948,247.05	.00	(1,152,416.95) 45.14%
8						
9	Faculty/Staff Salaries	873,170.00	873,170.00	395,949.99	.00	477,220.01 45.35%
10	Student Labor	19,441.00	19,441.00	11,232.20	.00	8,208.80 57.78%
11	Graduate Assistants					
12	Benefits	251,346.99	256,719.94	118,799.52	.00	137,920.42 46.28%
13	Direct Expenditures	477,145.00	477,145.00	135,985.11	2,966.92	338,192.97 29.12%
14	Transfers					
15	Total Expenses	1,621,102.99	1,626,475.94	661,966.82	2,966.92	961,542.20 40.88%
16						
17						
18	Gain/(Loss)	479,561.01	474,188.06	286,280.23	(2,966.92)	(190,874.75)
19						
20						

E-G Overview E-G DETAIL

READY 100%

Overview spreadsheet =
Sum of Orgs selected

Fiscal Year =
July 1 to June 30

OrigBud =
Original budget approved by board of regents

RevisedBudget =
Revisions to OrigBud increasing/decreasing funds

YTDActv =
Year-to-date transactions

Commitments =
Purchase requisitions/orders

BalanceAvail =
Revenues: YTD revenues compared to RevisedBudget

Expenses: RevisedBudget compared to YTDActv & Commitments

% of Revised Budget =
% earned/spent compared to Revised Budget

Gain/(Loss) =
Impact to university budget

In this example the area of financial responsibility is not meeting budget projections. Revenues are less than budget and expenses are below budget. To date it has an unfavorable balance of \$190k.

BudgetOverviewFML.xlsx [Read-Only] - Excel

Workman, Denise B

Northwest Missouri State University

	OrigBud	RevisedBudget	YTDActv	Commitments	BalanceAvail	Percent of Revised Budget
Northwest Missouri State University						
EandG Budget Overview - As of YTD - Fiscal Year 16						
Page: 1 Prepared On April 8, 2016 (BudgetOverview)						
Fund: A101 Org: 75000 Administration						
Revenues						
Faculty/Staff Salaries	295,024.00	295,024.00	194,144.98	.00	100,879.02	65.81%
Student Labor						
Graduate Assistants						
Benefits	121,195.46	126,501.76	78,048.88	.00	48,452.88	61.70%
Direct Expenditures	78,587.00	78,587.00	15,958.14	.00	62,628.86	20.31%
Transfers						
Total Expenses	494,806.46	500,112.76	288,152.00	.00	211,960.76	57.62%
Gain/(Loss)	(494,806.46)	(500,112.76)	(288,152.00)	.00	211,960.76	
Fund: A101 Org: 75100 Administration Plus						
Revenues	146,125.00	146,125.00	162,160.42	.00	16,035.42	110.97%
Faculty/Staff Salaries	28,500.00	28,500.00	10,900.00	.00	17,600.00	38.25%
Student Labor						
Graduate Assistants						
Benefits	4,046.95	4,046.95	833.99	.00	3,212.96	20.61%

E-G Overview **E-G DETAIL**

Detail spreadsheet =
Individual Org Totals

Fiscal Year =
July 1 to June 30

OrigBud =
Original budget approved by
board of regents

RevisedBudget =
Revisions to OrigBud
increasing/decreasing funds

YTDActv =
Year-to-date transactions

Commitments =
Purchase requisitions/orders

BalanceAvail =
Revenues: YTD revenues
compared to RevisedBudget

Expenses: RevisedBudget
compared to YTDActv &
Commitments

% of Revised Budget =
% earned/spent compared to
Revised Budget

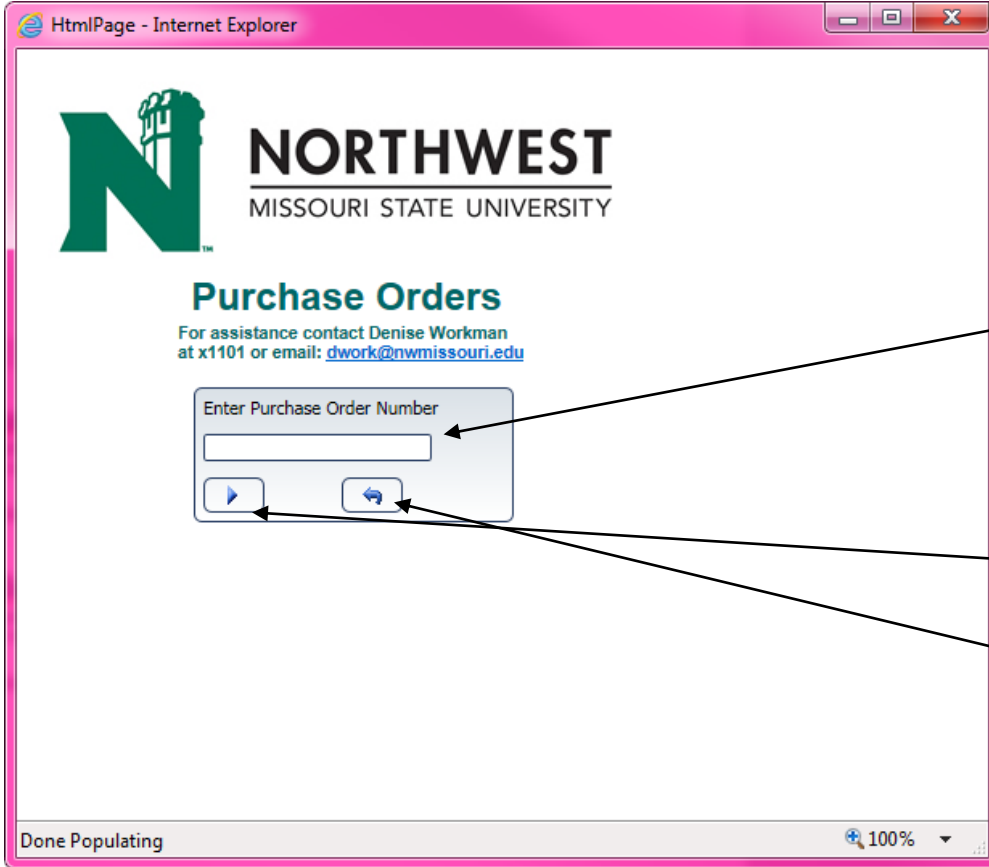
Gain/(Loss) =
Impact to university budget

In this example the Org is
meeting budget projections.
No revenues were budgeted
and expenses are below
budget. To date this Org has
a total available balance of
\$211k from salaries, benefits
and direct expenditures.

PurchaseOrders

(This report uses Banner Fund/Org security. If you have any questions regarding these reports or your fund/org access contact Denise Workman at x1101 or email: dwork@nwmissouri.edu)

Description: The Purchase Order report provides users the ability to search for a purchase order (PO) number and view the amount paid on invoice(s) and balance remaining on PO. The report indicates the whether the PO is still open or has been closed.



Select Parameters:

Purchase Order

Enter your purchase order number

Run Report

Click the right arrow button

Reset Parameters

Click back arrow button

PurchaseOrders Report

Northwest Missouri State University
Purchase Order P0023531
 Page: 1 Prepared On April 8, 2016 (PurchaseOrders)

PO#: P0023531 / R003167 Type: Standing PODate: 2015/12/17 Vendor: 919146217 Henderson Engineers Inc. Orig Encb: 34,450.00 Rem Amt: 15,264.91
 PO Closed Ind: Buyer: Ann Martin CPPB

ITEM	Ordered	UOMS	Order Amt	Inv Amt	Addl Chrg	Total	#INVs	Invoice Date	Received Date	Pymt Ind	Recpt Ind
1	1.00	EA	32,950.00	19,111.00	.00	19,111.00	2	2016/03/11			
2	1.00	EA	1,500.00	74.09	.00	74.09	1	2016/03/11			

Item Text: Fees
 Item Text: Reimbursable Expenses

PO# with corresponding REQ#

Vendor

PO Amount & Remaining Amount on PO

Invoice Amount Paid

PO Closed Indicator
 Y = closed
 Blank = open

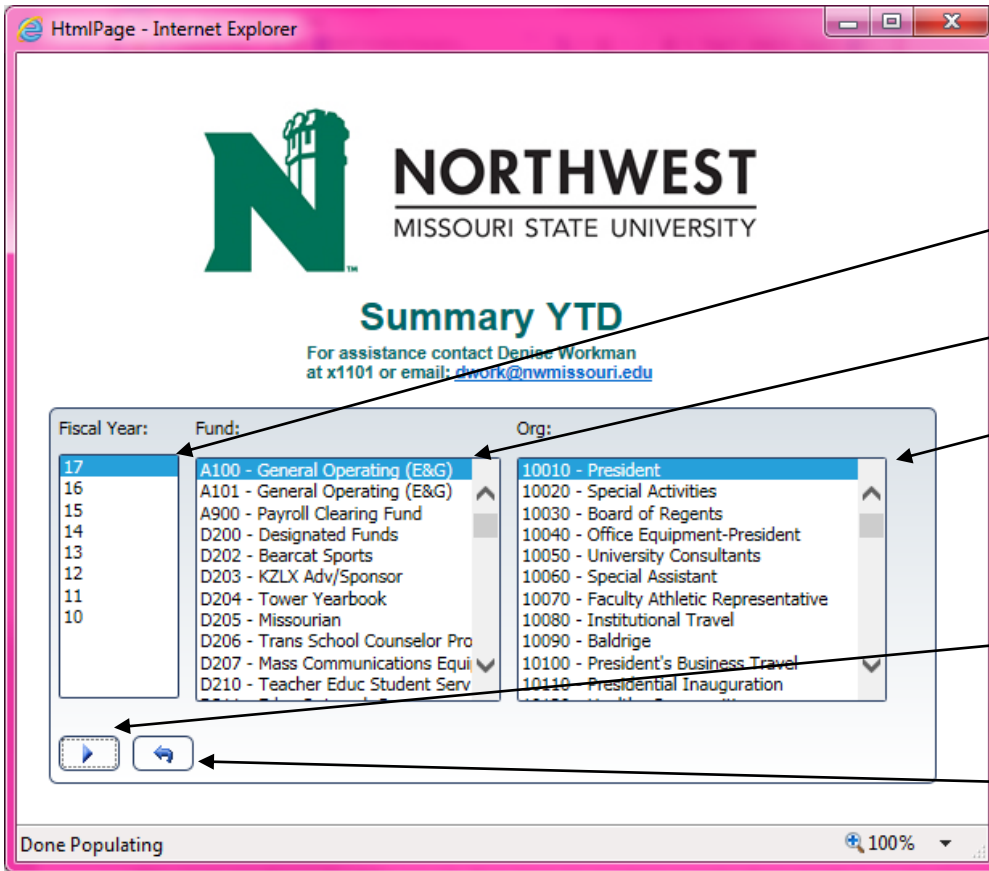
In this example the PO is not closed. The PO was originally encumbered for \$34,450 and invoices have been paid on item 1 for \$19,111 and item 2 for \$74.09. Leaving a remaining balance on the PO of \$15,264.91.

SummaryYTD

(This report uses Banner Fund/Org security. If you have any questions regarding these reports or your fund/org access contact Denise Workman at x1101 or email: dwork@nwmissouri.edu)

Description: The Summary YTD provides users the ability to select a Fund/Org combination to view revenues and expenses within a Fund/Org by detail. The report opens in Excel and reflects a summary and year-to-date detailed transaction view for revenues, salaries, direct expenditures and transfers.

The type of Fund selected will determine how the report's summary will display. A101 (Education & General) and H100 (Auxiliary) funds are managed based on established university budget. Dxxx (Revolving/Designated) and Gxxx (Grant) funds are managed based on available revenue collected from a self-supporting activity or grant.



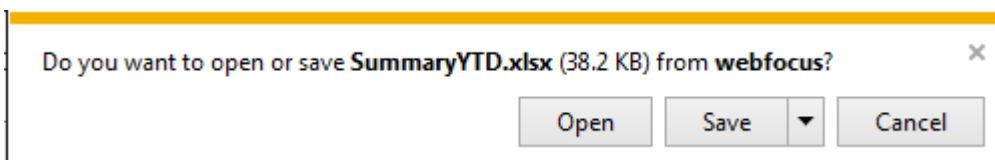
Fiscal Year
Select from drop down box

Fund
Select fund from list

Org
Select Org from list

Run Report
Click the right arrow button

Reset Parameters
Click back arrow button



Click 'Open' to open report

or

Click Save drop down and select 'Save As' to save report

Summary YTD

SummaryYTD.xlsx [Read-Only] - Excel

Workman, Denise B

Northwest Missouri State University

		OrigBud	RevisedBudget	YTDActv	Commitments	BalanceAvail
Northwest Missouri State University						
Summary For A101 General Operating (E&G) 70201 Northwest Sciences - Fiscal Year 16						
Prepared On April 27, 2016 (SummaryYTD)						
		OrigBud	RevisedBudget	YTDActv	Commitments	BalanceAvail
5	5253 Gift Income E & G Budget	.00	.00	1,861.56	.00	1,861.56
6	52-Grants & Contracts	.00	.00	1,861.56	.00	1,861.56
7	6125 Academic Chair	38,004.00	38,004.00	36,586.82	.00	1,417.18
8	6131 Office	30,177.00	30,177.00	25,147.50	.00	5,029.50
9	6140 Student Labor	4,590.00	4,590.00	.00	.00	4,590.00
10	6141 Student Labor Regular	.00	.00	5,700.34	.00	(5,700.34)
11	6160 Graduate Assistants	24,000.00	24,000.00	24,000.00	.00	.00
12	61-Salaries & Wages	96,771.00	96,771.00	91,434.66	.00	5,336.34
13	6201 Social Security	5,215.81	5,215.81	4,638.76	.00	577.05
14	6202 MOSERS	11,570.23	11,570.23	10,476.28	.00	1,093.95
15	6204 Benefit Parking	375.00	375.00	375.00	.00	.00
16	6205 Life Insurance	111.30	111.30	96.10	.00	15.20
17	6206 Disability Insurance	64.57	64.57	70.87	.00	(6.30)
18	6207 Health Insurance	11,621.16	11,621.16	9,223.08	.00	2,398.08
19	6208 Tuition Remission	.00	35,306.86	35,306.86	.00	.00
20	62-Benefits	28,958.07	64,264.93	60,186.95	.00	4,077.98
21	7100 Direct Expenditure	26,257.00	32,175.32	.00	.00	32,175.32
22	7104 Mileage	.00	.00	1,013.04	.00	(1,013.04)
23	7105 Motel/Hotel Reserv/Room Deposit	.00	.00	7,091.38	.00	(7,091.38)
24	7107 Miscellaneous Travel Expenses	.00	.00	1,101.00	.00	(1,101.00)
25	7108 Airfare	.00	.00	2,975.59	.00	(2,975.59)
26	7111 Transportation Northwest	.00	.00	833.60	.00	(833.60)
27	7151 Office Supplies	.00	.00	1,506.42	.00	(1,506.42)
28	7153 Printing Services and Supplies	.00	.00	67.44	.00	(67.44)
29	7154 Photocopying	.00	.00	4,951.22	.00	(4,951.22)
30	7157 Office Equip & Furniture < \$1000	.00	.00	400.59	.00	(400.59)
31	7158 Photography Services and Supplies	.00	.00	281.00	.00	(281.00)
32	7159 Postage	.00	.00	27.66	.00	(27.66)
33	7161 Telephone	.00	.00	4,102.24	.00	(4,102.24)
34	7164 Advertising	.00	.00	.00	.00	.00
35	7166 Central Stores Supplies	.00	.00	846.00	.00	(846.00)
36	7258 Educational Services & Supplies	.00	.00	345.44	.00	(345.44)
37	7263 Food	.00	.00	231.20	.00	(231.20)
38	7267 Books (other than Library)	.00	.00	192.67	.00	(192.67)
39	7270 Institutional Equipment < \$1000	.00	.00	20.29	.00	(20.29)
40	7310 Data Processing Equipment	.00	.00	55.00	.00	(55.00)
41	7423 Memberships	.00	.00	190.00	.00	(190.00)
42	7425 Professional Development	.00	.00	900.00	.00	(900.00)
43	7426 Entry Fees & Registration	.00	.00	1,533.00	.00	(1,533.00)
44	7427 Uniforms and Special Clothing	.00	.00	200.94	.00	(200.94)
45	71-Direct Expenditures	26,257.00	32,175.32	28,865.72	.00	3,309.60
46	Gain/(Loss)	(151,986.07)	(193,211.25)	(178,625.77)	.00	14,585.48

Summary | YTD Detail | July | August | Septer ...

Summary YTD A101 and H100 view

Fiscal Year =
July 1 to June 30

Account #s:
5xxx = Revenues
61xx = Salaries
62xx = Benefits
7xxx = Direct Expenditures
8xxx = Transfers

OrigBud =
Original budget approved by board of regents

RevisedBudget =
Revisions to OrigBud increasing/decreasing funds

YTDActv =
Year-to-date transactions

Commitments =
Purchase requisitions/orders

BalanceAvail =
Revenues: YTD revenues compared to RevisedBudget

Expenses: RevisedBudget compared to YTDActv & Commitments

Gain/(Loss) =
Impact to university budget

In this example the Org earned revenue that was not budgeted, so it has \$1.8k to help offset expenses. It also has a balance of \$5k salaries, \$4k benefits and \$3k direct expenditures. As of the run date, the Org in total has a favorable balance of \$14.5k compared to budget.

SummaryYTD.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Acrobat Workman, Denise B

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Northwest Missouri State University
 Revolving Fund Activity Summary - Fiscal Year 16
 Fund - D800 Northwest
 Prepared On April 11, 2016 (SummaryYTD)

Fund	Title	BegBal	Revenues	Expenses	AddDed	FundBal	Commitments	AvailableBalance
D800	Northwest	57,326.72	632,315.16	110,696.12	.00	578,945.76	.00	578,945.76

Summary YTD Detail July August September C ... 100%

Summary YTD
 Dxxx and Gxxx view

Fiscal Year =
 July 1 to June 30

BegBal =
 Ending available balance
 from prior fiscal year

Revenues =
 Income earned in current
 fiscal year

Expenses =
 Expenditures incurred in
 current fiscal year

AddDed =
 Transfers in or out during
 current fiscal year

FundBal =
 BegBal + Rev – Exp +
 AddDed

Commitments =
 Purchase requisitions/orders

AvailableBalance =
 FundBal - Commitments

In this example the D-fund
 has an available balance of
 \$578k generated from a self-
 supporting activity which it is
 expected to stay within.

SummaryYTD.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Acrobat Workman,Denise B

Normal Page Break Preview Page Layout Views Custom Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Hide Unhide View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

O2074

Acct	Acct Title	Doc Code	DESC	DATE	Budget Entries	Rev/Exp	Commitments
Northwest Missouri State University							
YTD Detail - D800 81000							
Fiscal Year: 16							
Prepared On April 11, 2016 (SummaryYTD)							
1984	6123 Professional	F0018074	HR Payroll 2015 1R 11 0	2015/11/30	.00	3,301.75	.00
1985		BD000098	FY 15-16 Original Budget	2015/07/01	39,621.00	.00	.00
1986		BD000098	FY 15-16 Original Budget	2015/07/01	.00	.00	.00
1987		F0017103	HR Payroll 2015 1R 7 0	2015/07/31	.00	3,301.75	.00
1988		F0017353	HR Payroll 2015 1R 8 0	2015/08/31	.00	3,301.75	.00
1995	6141 Student Labor Regular	F0018178	HR Payroll 2015 3R 11 2	2015/12/08	.00	281.75	.00
1996		F0018341	HR Payroll 2015 3R 12 0	2015/11/30	.00	3,775.91	.00
1997		F0018168	HR Payroll 2015 3R 9 2	2015/12/08	.00	68.43	.00
1998		F0018169	HR Payroll 2015 3R 10 2	2015/12/08	.00	185.15	.00
2062	6160 Graduate Assistants	F0018074	HR Payroll 2015 1R 11 0	2015/11/30	.00	3,000.00	.00
2063		F0017353	HR Payroll 2015 1R 8 0	2015/08/31	.00	1,350.00	.00
2069		F0019149	HR Payroll 2016 1R 3 0	2016/03/31	.00	2,250.00	.00
2070	61-Salaries & Wages				39,621.00	71,943.07	.00
2071	6201 Social Security	BD000100	FY 15-16 Original Budget	2015/07/01	3,031.01	.00	.00
2072		BD000100	FY 15-16 Original Budget	2015/07/01	.00	.00	.00
2073		F0017103	HR Payroll 2015 1R 7 0	2015/07/31	.00	252.61	.00
2074		F0017353	HR Payroll 2015 1R 8 0	2015/08/31	.00	252.61	.00
2082	6202 MOSERS	BD000100	FY 15-16 Original Budget	2015/07/01	6,723.68	.00	.00
2083		BD000100	FY 15-16 Original Budget	2015/07/01	.00	.00	.00
2084		F0017103	HR Payroll 2015 1R 7 0	2015/07/31	.00	560.31	.00
2085		F0017353	HR Payroll 2015 1R 8 0	2015/08/31	.00	560.31	.00
2093	6204 Benefit Parking	BD000100	FY 15-16 Original Budget	2015/07/01	188.00	.00	.00
2094		BD000100	FY 15-16 Original Budget	2015/07/01	.00	.00	.00
2095		MS000062	FY15-16 Parking Benefits	2015/07/15	.00	188.00	.00
2096	6205 Life Insurance	F0017353	HR Payroll 2015 1R 8 0	2015/08/31	.00	5.81	.00
2097		F0017103	HR Payroll 2015 1R 7 0	2015/07/31	.00	5.80	.00
2098		F0017766	HR Payroll 2015 1R 9 0	2015/09/30	.00	5.80	.00
2107	6206 Disability Insurance	F0017103	HR Payroll 2015 1R 7 0	2015/07/31	.00	3.40	.00
2108		F0017353	HR Payroll 2015 1R 8 0	2015/08/31	.00	3.40	.00
2109		F0017766	HR Payroll 2015 1R 9 0	2015/09/30	.00	3.40	.00
2118	6207 Health Insurance	F0017103	HR Payroll 2015 1R 7 0	2015/07/31	.00	461.15	.00
2119		F0017353	HR Payroll 2015 1R 8 0	2015/08/31	.00	461.15	.00
2129	6208 Tuition Remission	J0024679	Fee Waivers - Sept 1 thru Oct 14	2015/10/19	.00	(1,026.78)	.00
2130		J0024417	May 27-Aug 31,2015 Fee Waivers	2015/09/10	.00	13,690.40	.00
2133	62-Benefits				15,869.26	30,566.68	.00
2134	7106 Meals	VI000092	Veasey	2016/01/25	.00	68.35	.00
2135	7109 Vehicle Maintenance Supplies	VI000094	Veasey-Oreilly Auto 00002063	2016/03/30	.00	14.48	.00
2136	7151 Office Supplies	VI000094	Veasey-Wm Supercenter 801	2016/03/30	.00	92.87	.00
2137		VI000098	Veasey	2015/08/31	.00	50.84	.00

Summary YTD Detail July August September October Nc ...

Summary YTD
Detail view

Fiscal Year =
July 1 to June 30

Account #s:
5xxx = Revenues
61xx = Salaries
62xx = Benefits
7xxx = Direct Expenditures
8xxx = Transfers

Doc Code =
Transaction document type

Description =
Transaction description

Date =
Transaction posting date

Budget Entries =
Approved budget

Rev/Exp =
YTD transactions for revenues and expense

Commitments =
Purchase requisitions/orders

For informational purposes the YTD detail for a D or G-fund provides salary and benefit budget amounts to help project expenses.

The university establishes revenue, salary, benefit and direct expenditure budgets for A101 and H100.

Financial Reference Guide

The following charts provide quick references for logic and abbreviations reflected in the financial reporting.

FOAP(AL)	
	Description
F und	Identifies funding source
O rganization	Identifies department/service center responsible
A ccount	Identifies revenue, expense, transfer, asset or liability
P rogram	Identifies subcategories for data collection/reporting to state
A ctivity	Not used
L ocation	Used for property control

Fund Codes	
Prefix	Type
A101	Education & General
H100	Auxiliary
Dxxx	Revolving or Designated
Gxxx	Grant or Restricted
G1xx	Grant - Federal funding
G2xx	Grant - State funding
G3xx	Grant - Private funding
Txxx	Agency

Account Codes	
Prefix	Type
5xxx	Revenue
61xx	Salary
62xx	Benefit
7xxx	Direct Expenditure
8xxx	Transfer

Doc Codes	
Prefix	Document
*	Req/PO Open/Closed
BD	Beginning Budget
BL	Beginning Balance
CC	Copy Center
E	Encumbrance
ES	Facility Services
F	Fed from Payroll or Accounts Receivable
I	Invoices
J	Journal Vouchers
MS	Miscellaneous
P	Purchase Order
PS	Postage
R	Requisitions
SN	Signs
ST	Stores
TE	Telephone
TR	Transportation
U	Stores Issue
VI	VISA

Payroll Description
Description example: HR Payroll 2016 1R 3 0
2016 (calendar year) 1R (type of payroll) 3 (calendar month)
Calendar Year: runs January - December
Type of Payroll: 1R = Faculty, Staff, Graduate Assistant 2R = Temporary Staff 3R = Student labor
Calendar Month: January - December in numerical order example: January = 1, February = 2, etc.