Fund Balance Report

For Financial Managers who have Local Organizations (Ledger 2) oversight, keeping an eye on Fund Balance for control purposes is critical. Additionally, financial managers through their VP's submit budgets for the next fiscal year in early spring. The Fund Balance analysis is critical to budget development. Below are instructions in running the Fund Balance Report which is a Financial Manager Report in Argos.

1. Open your web browser, enter

   http://www.eiu.edu/banner/

2. Under Reporting select **Argos - Production**

3. Enter your Username and Password.

4. Click on the + sign in front of "Financial Managers Reports" on the left-hand side.

5. Click on the + sign in front of "Fund Balance Report (withFOS)".

6. Click on the "Fund Balance Report", then click Run Report

7. Select your parameters

    a. Click on the down arrow next to "Select Fiscal Year:" to choose the desired year.

    b. Click on the down arrow next to "Select Acct. Period:" to choose 01 for July, 02 for August, and so forth.

        i. If you are want the current fund balance, you will select the accounting period of the greatest value.

    c. For the "Select Fund Code" box, choose the desired Fund.

8. At this point you can either

    a. Click on one of the icons at the top right. Preview, Save, E-Mail or Print

    b. Click "Get Quick View Results"

        i. Then right-click in the box to save results

Below shows and example of the report. The amount listed for "Encumbrances (POs)" is the total of commitments within Banner. These commitments may be remaining salaries or purchase orders. This report only shows what has happened within the Fund and doesn't take into consideration what is budgeted to happen.

FUND BALANCE REPORT

for FY : 14 FPD : 14 As of : 6/30/2014

Run Date: 8/6/2014

FUND : 123456 – Fund Name

BEGINING BALANCE (As of July 1st) :	342,945.48	SURPLUS
REVENUES :	1,742,472.87	
EXPENDITURES :	-2,052,814.32	
TRANSFERS :	0.00	
FUND ADDITIONS / DEDUCTIONS :	0.00	
CURRENT FUND BALANCE :	32,604.03	SURPLUS
ENCUMBRANCES (POs) :	-31,230.66	
RESERVATIONS (Reqs) :	0.00	
SPENDABLE FUND BALANCE :	1,373.37	SURPLUS