University of Northern Iowa
Business Process Users Group

Department Financial Status Report
Tonya Gerbracht,
Financial Accounting & Reporting Services

April 3, 2013

A new report has been created called the "Department Financial Status Report." You don't have to use this report, it's not required that you use this report. It's just another tool to provide additional information that, hopefully, you will find useful and beneficial. The report was created to provide meaningful data. Also, to provide a report that is easy and quick to use and also to allow for some "what if" scenarios.

Questions department heads ask themselves and they may ask many of you in here. "What happened this month?" "Where are we compared to last year at this time?" "Where are we going to end up?" Department Heads ask their Deans or VPs, "Do you have any money you can give me?" The Deans and VPs ask the Department Heads, "Do you have any money you can give me?" So, hopefully, this report can help you answer some of those questions.

Departmental Financial Status Report

History
0011.25301.0000.11.0000
Gnl Educ Fund---Instruction--

Object Code Description	Single Month of Feb-11	Feb-12	Feb-13	Year to Date as of Feb-11	Feb-12	Feb-13	Fiscal Year End Jun-11	Jun-12	Jun-13*	% of Jun-13	Original Budget	Current Budget	% of Current Bdgt Expended
50110 Academic Admin Salaries	7,860.17	13,709.26	8,426.84	73,061.36	114,233.74	111,806.22	104,502.04	169,070.78	163,309.89	68.46%	177,558.00	179,058.00	62.44%
50200 Faculty Salaries [P]	125,725.97	133,806.85	145,488.34	1,024,393.60	1,044,849.82	1,090,658.98	1,514,236.04	1,561,141.42	1,620,973.16	67.28%	1,619,273.00	1,605,715.00	67.92%
51000 P & S Salaries [P]	.00	.00	.00	.00	3,012.95	.00	.00	2,699.95	1,349.98	.00%	.00	.00	.00%
52000 General Svc Salaries [P]	8,815.49	8,071.86	8,313.72	66,271.98	68,844.46	70,596.51	92,565.66	96,208.74	98,632.07	71.58%	98,783.00	99,274.00	71.11%
53000 Hourly Staff Wages [P]	.00	.00	.00	249.84	300.00	.00	249.84	300.00	274.92	.00%	.00	.00	.00%
54000 Student Wages [P]	2,259.10	1,089.35	1,836.14	12,415.03	8,750.97	11,120.39	14,929.49	12,961.10	14,653.42	75.89%	5,000.00	5,000.00	222.41%
55001 Fringe Benefits [P]	44,373.53	49,584.93	49,173.25	363,654.85	388,280.03	386,100.96	536,177.35	579,837.26	573,047.38	67.38%	573,557.03	571,646.03	67.54%
*TOTAL Personnel	189,034.26	206,262.25	213,238.29	1,540,046.66	1,628,271.97	1,670,283.06	2,262,660.42	2,422,219.25	2,469,787.94	67.63%	2,474,171.03	2,460,693.03	67.88%
60002 [Budget Only] Supplies & Svcs	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00%	37,843.00	37,843.00	.00%
61000 Travel [P]	880.06	.00	601.10	1,235.72	2,818.80	2,828.74	2,077.56	7,364.54	6,587.52	42.94%	.00	.00	.00%
62000 Departmental Supplies [P]	557.92	650.86	1,608.17	2,975.14	4,176.82	4,462.96	9,077.15	10,087.95	11,959.39	37.32%	.00	.00	.00%
63000 Postage [P]	45.39	39.31	50.03	283.10	321.24	262.99	450.04	607.73	460.31	57.13%	.00	.00	.00%
63100 Equip - NonCap [P]	.00	182.73	3,499.50	592.99	1,391.98	3,768.02	3,431.10	4,468.46	14,995.54	25.13%	.00	.00	.00%
63200 Hospitality/Event Exp [P]	.00	.00	.00	608.77	405.31	256.10	608.77	1,484.65	528.68	48.44%	.00	.00	.00%
63400 Memberships/Dues [P]	.00	.00	.00	300.00	.00	.00	300.00	315.00	307.50	.00%	.00	.00	.00%
63700 Telecommunications [P]	835.57	803.04	788.42	6,617.71	6,445.41	6,361.27	9,933.69	9,876.80	9,647.15	65.94%	.00	.00	.00%
64000 General Svcs [P]	229.73	.00	277.85	1,911.10	3,061.58	3,124.99	3,493.75	4,139.23	4,796.81	65.15%	.00	.00	.00%
64200 Interdept Svcs [P]	.00	.00	.00	.00	.00	.00	.00	165.14	82.57	.00%	.00	.00	.00%
64400 Printing/Duplication [P]	.00	.00	.00	.00	.00	.00	84.18	.00	42.09	.00%	.00	.00	.00%
65000 Professional Svcs [P]	.00	.00	.00	250.00	.00	300.00	250.00	.00	300.00	100.00%	.00	.00	.00%
66000 Honoraria/Awards [P]	.00	.00	.00	.00	410.00	.00	450.00	410.00	430.00	.00%	.00	.00	.00%
66900 Duties/Licenses/Fees [P]	.00	.00	.00	82.50	.00	.00	335.49	13.98	174.74	.00%	.00	.00	.00%
69000 Repairs & Maintenance [P]	.00	.00	.00	.00	.00	.00	79.49	.00	39.75	.00%	.00	.00	.00%
71000 Expended for Capital Assets [P]	.00	.00	.00	.00	.00	.00	15,997.33	.00	7,998.67	.00%	.00	.00	.00%
*TOTAL Non-Personnel	2,548.67	1,675.94	6,825.07	14,857.03	19,031.14	21,365.17	46,568.55	38,933.48	53,905.70	39.63%	37,843.00	37,843.00	56.46%
*TOTAL Account	191,582.93	207,938.19	220,063.36	1,554,903.69	1,647,303.11	1,691,648.23	2,309,228.97	2,461,152.73	2,520,077.02	67.13%	2,512,014.03	2,498,536.03	67.71%

*Fiscal Year End is based on the Year-To-Date vs Fiscal-Year-End spending pattern for the past 2 years. A projection serves as an indicator. The user may replace it with his or her best estimate.

So here's the report. The example that I've used for this report is the History Department's general fund account. There are some handouts. If you don't have a handout, please share with your neighbors so that you can see the numbers a little bit better. This report will provide a three year comparison for you. I'll briefly explain each section of the report. We ran this report as of February 2013.

This first section is just the activity for the month of February. So, it's going to be February, 2011, activity February, 2012, and February, 2013. Looking at this three year comparison, if you

look at the top communications line, you know it's pretty consistent, about $800 each month, but maybe if you look at Departmental Supplies or the non-capitalized equipment you might say, "Wow, why do we have so much this expense month compared what we had last year during this month?" So you have what may be accurate, but it also just might help you to answer some questions or maybe guide you some things to be paying some attention to.

The next section of the report is "Year to Date" information. Again, for the three year comparison. Same type of comparisons can be done. It's just that it's February of each of the three years. Something just to keep in mind when you are looking at this data is the timing of expenses. So, if, let's say last fiscal year you purchased all of your paper by December. Well, this year you haven't purchased your paper yet, so that could explain some of the variances when you're doing this comparison. Or maybe, this year you buy some special supplies for your department and last year you didn't buy any. So, just keep in mind the timing of the expenses when you are doing your comparisons.

The next section is "Fiscal Year End." It's going to be as of June 30, 2011, June 30, 2012, and then we have June, 2013. Well, we ran this as of February, so we haven't got to June yet, so this is a projection. There's a formula in this cell, in this column head, that says based on the previous two years' spending habits and where you are at so far this year, this is a projection based on those past category patterns, where you are going to end up on June 30. It's just a projection. So for example, if we look at student wages you can see that at the end of February you have $11,120. Well the projection for the year is $14,000. So, you may know that our student workers are gone and you're not going to have more student wages. So, this one is brought to you in an Excel spreadsheet. So, you can rename it and go in there and change that. So you know you aren't going to have $14,000 worth of student wages so go in and change that to $11,000 or $12,000. The total will update, the percentages will update. So, if those protections are not accurate, you can go in change that information. You can also do "what if" scenarios. Let's say you are thinking about, oh, let's give the faculty a big a bonus. You can go in there and plug that in there and see what it will do to your report and your calculations in your budget.

The last section. The first column is the percentage of June, 2013. It's a percentage of how much you've spent to date based on your projection. The next column is your original budget, your July 1 budget. The next column is your current budget. It reflects any budget transfers and budget adjustments that you've done throughout the year. The last column is the expense to date as a percentage of the amount budgeted. So, in this case, we are eight months into the fiscal year. So, here you can anticipate you'd be at about 67% spent for the year and this particular account is at 67% spent so far, of the budget. Also for this account, then, if you look at the total budget for supplies and services, it's at $37,000. The projection and where the formula and calculation projects where it will be at the end of June 30 is $53,000. So right here, do we have a problem? Do we anticipate that we're going to go over budget? So, everyone in the room, if you go in and change these, make some changes to see how you can make it so that you will fall within that budget. Hopefully, this will draw some attention early-on to some potential budget issues that you may have.

Keep in mind that this report only revenue and expenses. For any non-general fund account balances, they are not going to be on this account. So if you want to know what your account balance is in the account, you'll still want to run your Statement of Account, your Statement of Account Financial Summary. This is only going to give you a three year comparison of revenue and expense information.

"Who will receive this great new report and how will we access the report?" Vice Presidents, Directors, Administrative Assistants, Deans, Department Heads, and Secretaries will all receive an email attachment of this report after the month is closed. So after we close the month a couple of days after that, you should receive an email with this report attached. This report is a snapshot and will only be run after the month is closed. So we can't run this during the month. You don't have access to run it. It will be emailed to you. We have a system as far as who gets this report. It may not be updated and we may be missing some people, so if you want to get the report and you are not getting the report, please let me know and I'll get you added. If you are receiving it and if you don't want to get it or it's not beneficial to you, just let us know and we'll take you out of the list. We are going to start this with March. So we are planning on closing out March tomorrow. You should then receive an email in the next couple of days after the month is closed with this report on it. You will actually receive two reports. You will receive a detailed report that will show you different object code groups and then there also is a summary report that you will receive that will just have total personnel, total supplies and services, total capital purchases. So, there's a detail report and a summary report that you will receive.

"What accounts will I get on this report?" If you have any accounts in these ranges you will receive a report for each account that you have. So, all general fund accounts, OFU accounts, auxiliary accounts. You will get a report for every single account that you have. It will be in one file. So, it will just be one email. You will get a report for every account that you have. So, if you get the report and you're like, "Why am I getting this account? I shouldn't have access to the President's account." You'll just need to let us know. We may need to change some security settings.

Also, this report works as an Excel document. It will open up as an Excel document. We were not able to establish print ranges for you. So you will have to go in...if you hit print...it's going to print all 12 pages. You will have to go in and set your print range or do an all columns in order to get it to print nicely for you.

Does anyone have a question? All right. Thank you.