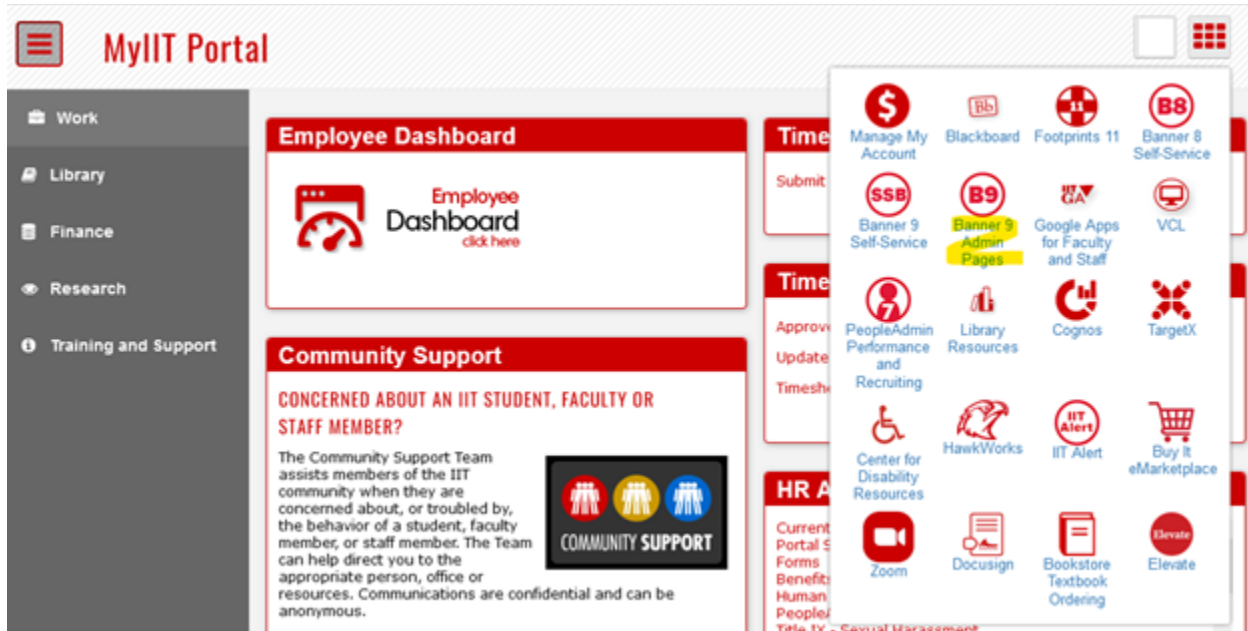


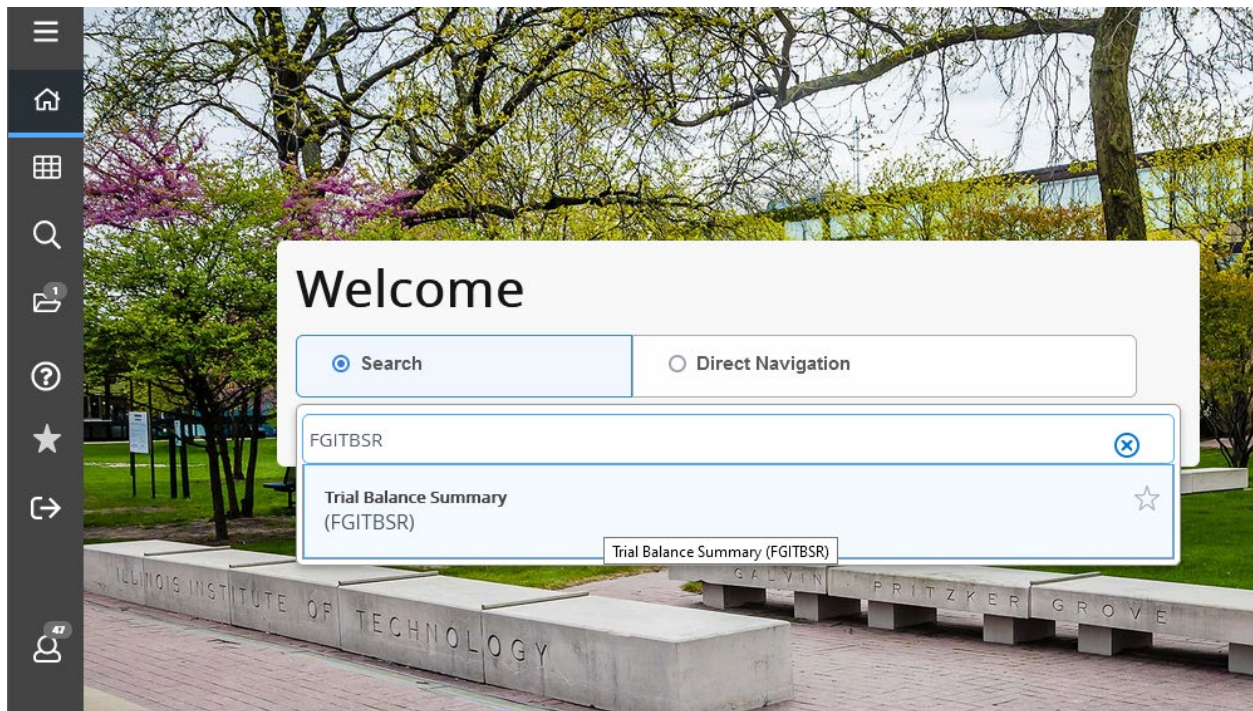
Using FGITBSR in Banner 9 Admin Pages to look up fund balance

(directions for multiple funds at bottom of document)

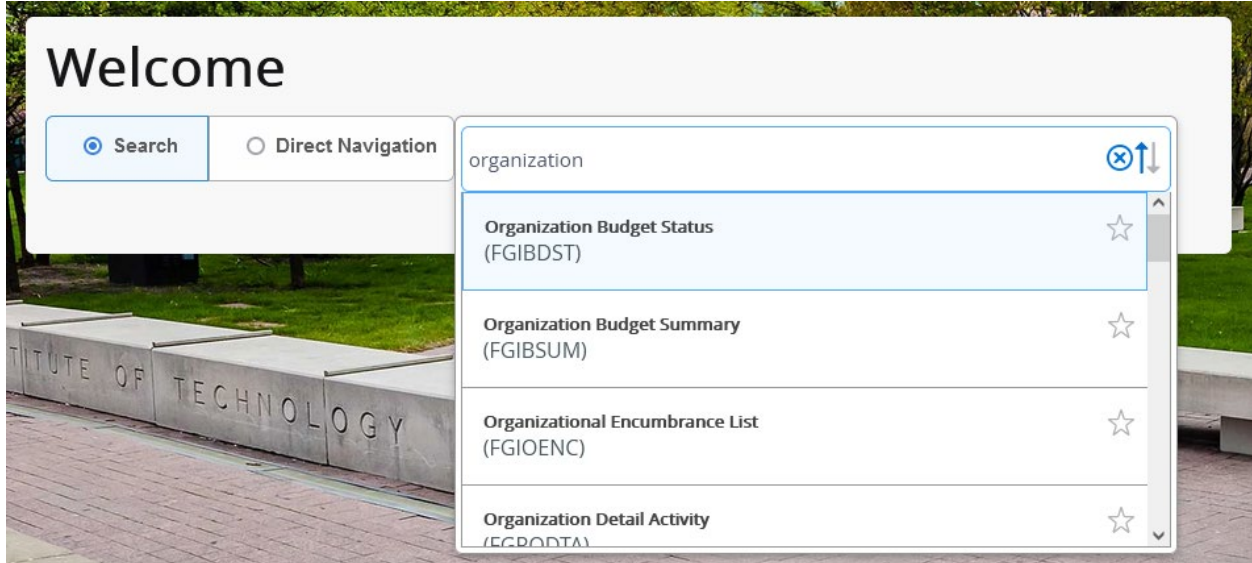
1. Log into the MyIIT Portal and click on the top right menu for “Banner 9 Admin Pages”.



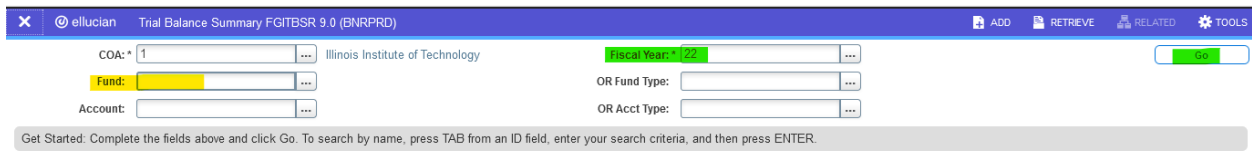
2. Type in “FGITBSR” in the main navigation box.



3. The easy way to search for reports in this screen by beginning to type a keyword (like “organization” below – try to search for “balance” if “FGITBSR” isn’t the easiest thing to remember for some reason.



4. On the FGITBSR page, make sure you are searching in the appropriate fiscal year (last two digits) and have “1” in the COA (Chart of Accounts) field, then type in your fund number.



5. If you are not sure of the fund number, click the three dots at the end of the input bar for “Fund” and it will bring up a list of all fund numbers. Click “Filter” in the top right of this screen (or press F7 on a Windows keyboard.)

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
1	1000	11	Current Unrestricted Funds	<input type="checkbox"/>	A	06/01/2000	
1	100000	11	Unrestricted Fund	<input checked="" type="checkbox"/>	A	06/01/2000	
1	100000	11	Unrestricted Fund	<input checked="" type="checkbox"/>	A	07/26/2007	
1	100000	11	Unrestricted Fund	<input checked="" type="checkbox"/>	A	07/26/2007	
1	100100	11	Bursar Transaction Fund	<input checked="" type="checkbox"/>	A	06/01/2000	
1	100100	11	Bursar Transaction Fund	<input checked="" type="checkbox"/>	A	06/27/2011	
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	09/07/2012	
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	04/05/2013	
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	04/05/2013	
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	04/11/2013	
1	100101	11	Pending Refund Fund	<input checked="" type="checkbox"/>	A	09/27/2013	
1	100102	11	Bursar Transactions EFT Fund	<input checked="" type="checkbox"/>	A	06/01/2000	
1	100102	11	Financial Aid Clearing	<input checked="" type="checkbox"/>	A	02/10/2012	
1	100102	11	Student Private Loans Clearing	<input checked="" type="checkbox"/>	A	03/13/2013	
1	100103	11	DTC Direct Loans	<input checked="" type="checkbox"/>	A	02/10/2010	
1	100103	11	DTC Direct Loans	<input checked="" type="checkbox"/>	A	11/04/2010	
1	100104	11	MC Direct Loans	<input checked="" type="checkbox"/>	A	02/10/2010	
1	100104	11	MC Direct Loans	<input checked="" type="checkbox"/>	A	11/04/2010	
1	100110	11	Main Campus Petty Cash Fund	<input checked="" type="checkbox"/>	A	06/01/2000	
1	100110	11	Main Campus Petty Cash Fund	<input checked="" type="checkbox"/>	I	11/25/2015	

6. You can search in the “Title” for a word in the fund, but it is case-sensitive and you must put a wildcard “%” after and/or before the word you are searching if it is not the complete title. The 6 digit number in “Fund Code” is the input you want. Either highlight the appropriate fund and click “Select” in the bottom right, or simply “X” out of this screen in the top left to return to the FGIBTSR page.

Search using a Wildcard

A wildcard is a special character that represents one or more other characters. Use wildcard symbols % and _ in the search criteria.

- % (percent sign) represents any number of characters
- _ (underscore) represents one occurrence of a character

NOTE: MA IS USED AS AN EXAMPLE. THE WILDCARD SYMBOLS CAN BE USED WITH ANY COMBINATION OF LETTERS IN ANY ORDER.

To get these results...	Enter these criteria...
All entries that contain ma	%ma%
All entries that begin with ma	ma%
All entries that end with ma	%ma
All entries that have m as a second character	_m%

Fund Code Validation FTVFUND 9.3.15 (BNRPRD)

ADD RETRIEVE RELATED TOOLS 1

FUND CODE VALIDATION

Basic Filter Advanced Filter

Chart of Accounts Fund Code Fund Type Title Data Entry Status Effective Date Termination Date

100100 11 Student Accounting Transaction F... %Accounting% Data Entry Add Another Field ...

Clear All Go

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	09/07/2012	
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	04/05/2013	
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	04/05/2013	
1	100100	11	Student Accounting Transaction F...	<input checked="" type="checkbox"/>	A	04/11/2013	
1	100130	11	General Accounting Fund	<input checked="" type="checkbox"/>	A	08/19/2009	
1	100130	11	General Accounting Fund	<input checked="" type="checkbox"/>	A	07/25/2012	
1	280238	28	Stuart Accounting Scholarship	<input checked="" type="checkbox"/>	A	06/01/2000	
1	280238	28	Stuart Accounting Scholarship	<input checked="" type="checkbox"/>	A	09/30/2012	
1	580238	57	Stuart Accounting Scholarship	<input checked="" type="checkbox"/>	A	04/05/2013	
1	580238	59	Stuart Accounting Scholarship	<input checked="" type="checkbox"/>	I	05/20/2014	
1	680238	67	Stuart Accounting Scholarship	<input checked="" type="checkbox"/>	A	06/01/2000	
1	925004	9C	Equipment Purchases Accounting	<input checked="" type="checkbox"/>	A	06/01/2000	

20 Per Page Record 1 of 12

7. On the actual FGIBTSR report, there will be several different lines for general accounting control lines that may appear. The most important number is going to be the bold "Current Fund Balance" in the bottom right. If this is "credit" that means there is a positive fund balance, if it is "debit" it represents a negative fund balance (hopefully this should be a rare case.)

If there is a budget loaded for revenue or expenses in the current fiscal year, there will be offsetting lines for this. The other basic important accounts to read this report would be as follows:

- A) 1090 Cash Interfund – in the beginning balance column, this is what was in the fund at the start of the current fiscal year/end of last fiscal year.
- B) 3011 Revenue Control – in the current balance column, this will show how much revenue has been credited to the fund overall in this fiscal year.
- C) 3021 Expenditure Control – in the current balance column, this will show how much expense has been incurred in the current fiscal year.

CURRENT FUND BALANCE

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
11	1090	Cash Interfund		19,849.74 Debit			19,405.01 Debit	
21	2100	Accounts Payable		0.00 Credit			0.00 Credit	
31	3011	Revenue Control		0.00 Credit			5,062.32 Credit	
31	3013	Budgeted Revenue Control		0.00 Debit			5,159.00 Debit	
31	3021	Expenditure Control		0.00 Debit			5,507.05 Debit	
31	3041	Encumbrance Control		0.00 Debit			0.00 Debit	
31	3043	Reserve for Encumbrance		0.00 Credit			0.00 Credit	
31	3051	Budgeted Change to Fund Balance		0.00 Debit			5,159.00 Credit	*
41	4111	Unrestricted Net Assets		19,849.74 Credit			19,849.74 Credit	
		Total ALL ACCOUNTS		0.00			0.00	

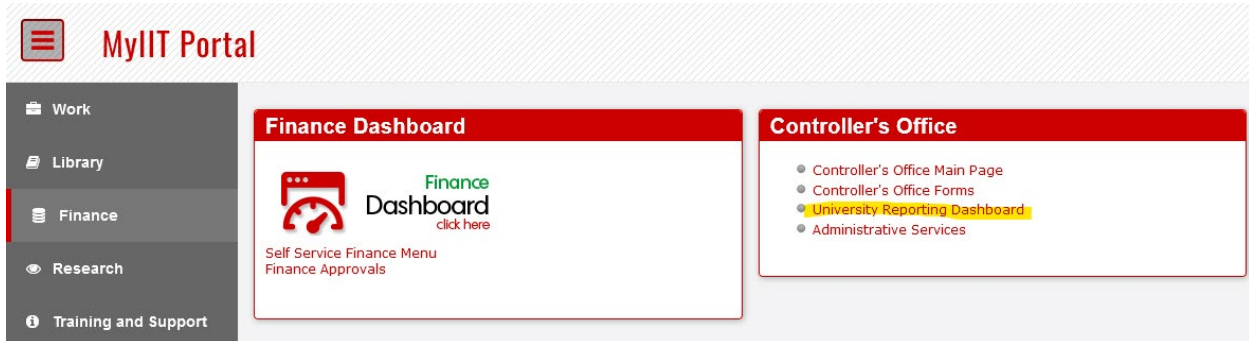
Current Fund Balance 19,405.01 Credit

20 Per Page Record 1 of 9

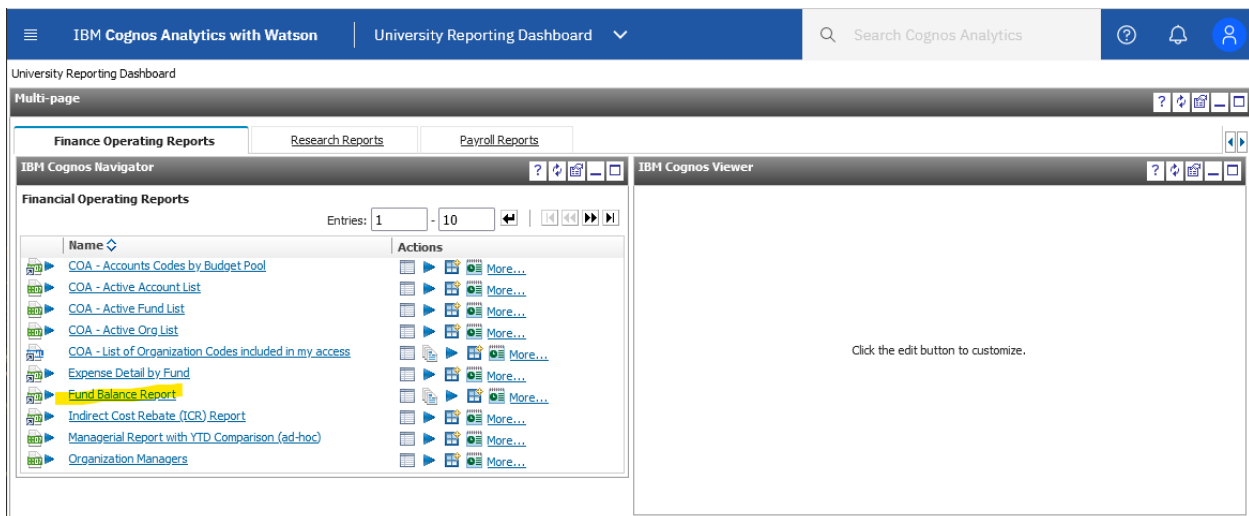
* - denotes amount is opposite of Normal Balance

Using University Reporting Dashboard on Cognos for simultaneous multiple fund lookup

1. Log into the MyIIT Portal and navigate to the Finance tab. The University Reporting Dashboard is a shortcut link under the Controller's Office heading.



2. This link will take you to the University Reporting Dashboard. It is also possible to navigate to this dashboard directly in Cognos if you wish to bookmark/save as a favorite within Cognos.



3. From here, click on the "Fund Balance Report". If this report does not show up or the link is "grayed out" and can not be clicked, please contact the OTS Support Desk to make sure your Cognos permissions are up to date. You may need to fill out the Finance Access Form if you have not already. (Linked on the Controller's website: <https://webmaster.iit.edu/files/controller/finance-access-form.pdf>)

4. The report may take a minute to load, especially if you have several funds/organizations under your purview, so please be patient. This is what the prompt screen will look like when the report is ready to run. The first selection should default to the current fiscal year, but be sure to check. In the second box, you can select whichever types of funds you want to view the balance for, or simply select all. The list of options will depend on which funds you have access to, so not all the options in the below screenshot will likely appear. The “Finish” button will be located at the bottom of the screen.

The screenshot shows a web-based form titled "Enter Fiscal Year and Fund Type." The form has two main sections. The first section, "Enter Fiscal Year," contains a dropdown menu with "2022" selected. The second section, "Gift or Program Fund Type," contains a list of fund types with checkboxes: 11 - Current Unrestricted Funds, 12 - Quasi-Auxiliaries, 13 - Auxiliaries, 14 - Rental Properties, 15 - Designated - Operations, 16 - Designated - Revenue Sharing, 17 - Designated - Indirect Cost Recover, 18 - Investment and Non IIT Funds, and 21 - Quasi Endowment Expendables. Below the list are "Select all" and "Deselect all" links. At the bottom of the form are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Enter Fiscal Year and Fund Type.

Enter Fiscal Year
* 2022

Gift or Program Fund Type

- 11 - Current Unrestricted Funds
- 12 - Quasi-Auxiliaries
- 13 - Auxiliaries
- 14 - Rental Properties
- 15 - Designated - Operations
- 16 - Designated - Revenue Sharing
- 17 - Designated - Indirect Cost Recover
- 18 - Investment and Non IIT Funds
- 21 - Quasi Endowment Expendables

[Select all](#) [Deselect all](#)

Click Finish (below) to run the report

Cancel < Back Next > Finish

5. Note that fund balance is relevant primarily for fund types beginning with “2”, i.e. endowments, gifts etc. so results for unrestricted/designated funds are not necessarily going to represent true cash balances. If there are any questions regarding balances always reach out to Accounting.

- The report should download as an Excel file automatically, but depending on your Cognos settings this might not be the default. If the file does not appear in your Downloads, go back to the Dashboard and click on the “More...” option.

University Reporting Dashboard

Multi-page

Finance Operating Reports Research Reports Payroll Reports

IBM Cognos Navigator

Financial Operating Reports

Entries: 1 - 10

Name	Actions
COA - Accounts Codes by Budget Pool	More...
COA - Active Account List	More...
COA - Active Fund List	More...
COA - Active Org List	More...
COA - List of Organization Codes included in my access	More...
Expense Detail by Fund	More...
Fund Balance Report	More...
Indirect Cost Rebate (ICR) Report	More...
Managerial Report with YTD Comparison (ad-hoc)	More...
Organization Managers	More...

- From here you should be able to click “Run with options...”

Perform an action - Fund Balance Report

Available actions:

- Set properties
- View most recent report in Excel 2007
- View report output versions
- View my permissions...
- Run with options...
- New schedule...
- View run history
- Alert me about new versions
- Move...
- Copy...
- Create a report view of this report...
- Delete

Cancel

8. And then make sure “Excel 2007” is selected as the download format. Clicking “Run” should take you back to the prompt to run the report again. From here you could also select to email the report instead.

Run with options - Fund Balance Report

Select how you want to run and receive your report.

Format:
Excel 2007

Accessibility:
 Enable accessibility support

Language:
English

Delivery:
 View the report now
 Save the report
 Print the report:
Printer location:
 [Select a printer...](#)
 Send me the report by email

Prompt values:
No values saved
 Prompt for values

Run Cancel

- Once finished, the report can be opened in Microsoft Excel and turned into a table for easy sorting/filtering. The leftmost columns display information on fund type, organization and division, etc. whereas the columns from I-Q display the financial information.

Column I is the balance of the fund at the beginning of the fiscal year (should be the same as the “cash interfund” beginning balance from FGITBSR)

Columns J-P show different categories of income/expense that have hit the fund in the current fiscal year. Distribution/other revenue would be where the yearly endowment draw shows up.

Column Q totals all of this activity to show the current fund balance.

I	J	K	L	M	N	O	P	Q
Beginning Bal	Scholarsh	New Gift	tribution/Other	Salary	Benefits	Other Expen	Fund Trans	Total Fund Bal
20,174.62	-	-	-	-	-	-	0	20,174.62
20,079.37	-	-	-	-	-	-	0	20,079.37
20,000.00	-	-	20,000.00	-	-	-	0	40,000.00
19,849.74	-	-	5,062.32	-	-	(5,507.05)	0	19,405.01
19,792.04	(1,614.00)	-	109,409.91	(82,265.32)	(8,650.98)	(4,849.24)	0	31,822.41
19,714.28	-	-	-	-	-	-	1,457.48	21,171.76
19,604.25	-	-	-	-	-	(70.00)	5,996.04	25,530.29
19,096.23	-	-	-	-	-	-	0	19,096.23
18,989.29	-	-	-	-	-	(864.33)	7,436.91	25,561.87
18,827.44	-	-	-	-	-	-	15,867.38	34,694.82