To: University Community

From: Pam Winslow
                Associate Vice President for Budget and Fiscal Planning

Date: August 24, 2017

Subject: FY 2018 Fixed Costs in Banner Finance

Xerox, Print Shop and Postage budgets have been loaded in Banner Finance. Funding for fixed costs remains in the department budget but is moved to a different section via a budget transfer. You can view these budgets by querying fund, org, program and account type 72. Page 2 illustrates a sample query that can be replicated for any department. To see the remaining available balance in the non-salary pool, you can query by fund, org, program and account type 71. Page 3 illustrates a sample query that can be replicated for any department.

Xerox budgets reflect the annual contract price for new machines recently installed across campus. Quarterly overages may be charged if usage is different from the contract and budgets will be adjusted accordingly. Please contact Pam Fueshko, Director Technology Services if you have specific questions.

Print Shop and Postage budgets represent prior year expense (usage). Please contact Gerry Vandepolder in the Print Shop or Ray Boone in the Mailroom if you have specific questions regarding prior year usage. Budgets have the flexibility to be adjusted (up or down) if current year usage is different. Additionally, the Budget Office analyzes fixed costs on a quarterly basis. Please contact Alene Ortiz, Budget Analyst if you have any general questions.

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

Use the View Pending Documents button to display unposted documents in process that are excluded from the Budget Status Report. Also select the View Pending Documents button to view a summary of the available balances used for non-sufficient funds (NSF) checking.

Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in the query.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2018			
As of Aug 24, 2017			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	Uncommitted
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	355100	Activity	All
Account	All	Location	All
Account Type	72 Fixed Costs		

View Pending Documents

✔ No pending documents exist

Query Results

Account	Account Title	FY18/PD14 Adopted Budget	FY18/PD14 Budget Adjustment	FY18/PD14 Adjusted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservations	FY18/PD14 Commitments	FY18/PD14 Available Balance
72130	Print Shop	0.00	1,185.00	1,185.00	0.00	0.00	0.00	0.00	1,185.00
72210	Xerox	0.00	7,080.00	7,080.00	0.00	0.00	0.00	0.00	7,080.00
73200	Postage & Delivery Expenses	0.00	1,295.00	1,295.00	0.00	0.00	0.00	0.00	1,295.00
Report Total (of all records)		0.00	9,560.00	9,560.00	0.00	0.00	0.00	0.00	9,560.00

Download All Ledger Columns   Download Selected Ledger Columns   View Payroll Expense Detail

Save Query as: [   ]

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY18/PD14 Adopted Budget ▾	percent of ▾	FY18/PD14 Adopted Budget ▾	FY18/PD14 Adopted Budget ▾	[ ]

Perform Computation

Another Query

RELEASE: 8.6

You may add "user calculated columns" to a query. You may add, subtract, multiply, divide, or get a percent of (variance) any two Operating Ledger Columns, name the columns, and choose where they should be displayed. These columns may be removed, saved, or added from a query or template at any time.

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Select a link from the Account column in the Query Results list to retrieve payroll expense detail information for a specific account, or use the View Payroll Expense Detail button to retrieve information for all accounts in the query.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2018			
As of Aug 24, 2017			
Chart of Accounts	U William Paterson University of NJ	Commitment Type	Uncommitted
Fund	100000 State Approp Nonfringe	Program	10 Instruction
Organization	355100	Activity	All
Account	All	Location	All
Account Type	71 Non Salary Expenses		

View Pending Documents

⚠ **Pending documents exist**

Query Results

Account	Account Title	FY18/PD14 Adopted Budget	FY18/PD14 Budget Adjustment	FY18/PD14 Adjusted Budget	FY18/PD14 Year to Date	FY18/PD14 Encumbrances	FY18/PD14 Reservations	FY18/PD14 Commitments	FY18/PD14 Available Balance
70000	Non-salary Pool	102,725.00	(20,748.00)	81,977.00	0.00	0.00	0.00	0.00	81,977.00
72120	Office Supplies	0.00	0.00	0.00	56.30	4,943.70	0.00	4,943.70	(5,000.00)
72160	Maintenance Supplies & Tools	0.00	0.00	0.00	0.00	176.72	0.00	176.72	(176.72)
73810	Advertising & Promotional Items	0.00	0.00	0.00	0.00	2,419.80	0.00	2,419.80	(2,419.80)
73820	Subscriptions	0.00	0.00	0.00	0.00	1,188.00	0.00	1,188.00	(1,188.00)
73870	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76020	Equipment Less Than $1000	0.00	0.00	0.00	0.00	319.92	0.00	319.92	(319.92)
Report Total (of all records)		102,725.00	(20,748.00)	81,977.00	56.30	9,048.14	0.00	9,048.14	72,872.56

Download All Ledger Columns   Download Selected Ledger Columns   View Payroll Expense Detail

Save Query as: [   ]

☐ Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY18/PD14 Adopted Budget ▽	percent of ▽	FY18/PD14 Adopted Budget ▽	FY18/PD14 Adopted Budget ▽	[ ]

Perform Computation

Another Query

RELEASE: 8.6