

# Tour of Business Services Web Reports

Navigating the Website for Financial Reports

Business Services November 2012

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## Tour of Web for Online Financial Reports <u>https://campus.sou.edu/budget/monthly-reports/</u>

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	Accounting / Financial Services	
Student Finance Information Business Services Mission & Staff	Bursar & Accounts Receivable	
Business Services Training Page	Contracting	
	Einancial Information System	
	Payroll	
	Printing & Copy Services	
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	Risk Management and SOU Insurance Coverage	
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	The links to the left side of these pages organizes the Business Services content in categories that are designed to help you find the information you need.	

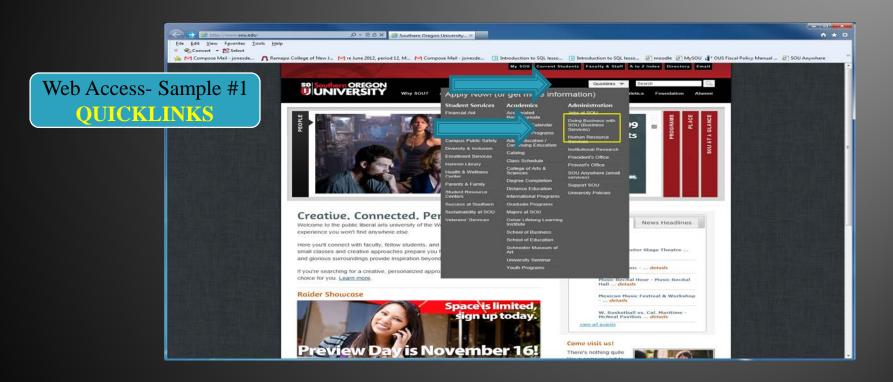
You want to navigate to BUSINESS SERVICES Home Page\* We'll discuss 2 ways to get there...



## How to Access Website

Navigate to Business Services Home page

<u>http://www.sou.edu</u>



1-Open Browser ["e" Internet Explorer]
2-Go to "Quicklinks" drop down menu (under Faculty & Staff tab)
3-Click on "Doing Business with SOU/Business Services"



## How to Access Website for Online Financial Reports SOU Website <u>http://www.sou.edu</u>

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Printing & Copy Services Work Order - Paper Only	Travel DEs Cer Restals	Grants     Grants     Hring & Searches	
Recruiting (PeopleAdmin) +     Southern Online Scholarship Application	SOU Motor Pool	<ul> <li>Human Resource Services</li> </ul>	
SunGard Customer Support Center +	Rental Agencies	Look up SOU ID Number     Parking Services	
Web Publish +	Flights and Hotels	Rayroll     Purchasing Forms and Policies	
Work at Home Media +	FareChase     forms and Policies	<ul> <li>SOU Cares Report (by Student)</li> <li>Tuition Program for Faculty/Staff</li> </ul>	
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Alternate Sign On	Expense forms		
<ul> <li>Use these links if you need to access one of these systems using a different usemame than you used to login to HySOU</li> </ul>	Qualified Oregon Lodging		
• Banner	Travel Authorization     Travel Card/Advances		
Moodle     My Files 360 (P Drive)	Travel Rates		
Online Recruiting (PeopleAdmin)	Directions and Maps		
	Map Quest		
	Jackson County Airport     TripCheck Road Conditions		
	· Important many sometime		

Directions to Business Services Home Page (to Open Monthly Financial Reports):

1. Open <u>MY SOU</u>: "Faculty Staff" tab Click Resources: "SOU Website Site Index"

2. Page SOU from A to Z: Click on "B" for "Business Services"

When are reports ready?

How will I know period is closed and reports are ready to view? Once the month end financial period has been closed In Accounting, the Manager will send a notice out that says: "Department Reports now posted and available on website"

## Tour of Web for Online Financial Reports https://campus.sou.edu/budget/monthly-reports/

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	Bisk Management and SQU Insurance Coverage       Image: Coverage         Irave!       Image: Coverage         The links to the left side of these pages organizes the Business Services content in categories that are designed to help you find the information you need.	

You are now on BUSINESS SERVICES Home Page\*... Click on "Accounting/Finance Services" Choose to Open: \* 1- Month-end Financial Reports 2- Fiscal Year-end Closing of the Books



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You are now on the Monthly Financial Report Website

Open "Monthly Financial Reports by Department" Open the Web Online Financial Report you need to access There are two categories:

- 1 Department Reports
- 2- Campus-Wide Reports

# 1-Website Department Reports

#### Academic Affairs

- AA Office
- College of Arts & Sciences >>Deans Reports and Department Reports
- School of Business School of Education
- Tuition Redistribution

#### Administration & Finance

- Budget & Fund Balance
- Business Services, Print and Copy Services, Student Services
- Campus Planning & Sustainability, Campus Public Safety,
- Facilities Management, Human Resources, Information Technology

#### Development

- Alumni
- VP Development [Institution]
- President
  - JPR, Marketing & Communication, Publications
  - Office of the President
- **Student Affairs** (pending re-alignment)



# 2-Website Campus-wide Reports

#### Self Support – All Departments

- Fund Balance Report All funds other than General Fund
- Revenue & Expense Report All funds other than General Fund
- Funds other than General Fund Non-Payroll Transaction Reports
- Funds other than General Fund Payroll Activity by Fund Manager

#### Grants

- Grant Expenditures by Index Summary
- Grant Summary Year-to-Date
- Work Study All Departments
  - Year to date by Fund
  - Summary by Index
  - Summary by Department and by Student
- Other Reports on Web
  - Administration & Finance Management Reports
  - Facilities and Construction Reports
  - Archives of Financial Reports by Quarter



#### Sample: Monthly Financial Report drill down https://campus.sou.edu/budget/monthlyreports/DepartmentIndexes/AcademicAffairsindex.html

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	Monthly Financial Reports September 2010 - FY 2011, Period 03	Monthly Financial Reports Financial Services Business Services 300 Home Archive of Guarterly Reports	<b>Monthly Financial Reports</b> September 2010 - FY 2011, Period 03 <u>Academic Affairs</u> Please cick the link for your department below to open your monthly financial reports in Adobe Acrobial PDF Format. Reports are archived quarterly.
Business Services	September 2010 - F1 2011, Feriou 03		College of Arts and Sciences
<u>SOU Home</u>			College of Arts and Sciences
Archive of Quarterly Reports	Academic Affairs Administration and Finance Development President Student Affairs		Department Reports At Biology Chemisty, Physics, Materials and Engineering Communication Computer Science Citiminology Environmental Studies
	Email <u>Business and Financial Services</u> If you have questions or concerns or to provide any website corrections or changes.		First Nation Studies Health, PE, and Leadership History and Polifical Science Language, Literature and Philosophy

Department Report Sample:
Monthly Financial Reports
1. Open Dept. Category
2. Choose Dept. Report
3. Open Report of Choice



## Select a Monthly Financial Report Standard Reports & Special Reports





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## What do you want from a report?

#### How do these reports benefit you?

- Reports provide a "snapshot" of where you are at specific point in time.
- Reports should be easy to read and understand.
- Reports show you activity that <u>has happened</u> as of the period end on report.
- Reports have an "expenditure focus" and it is not a "use it or lose it" approach.
- Archived Reports allow you to pull up history for reference and analysis.

#### Are you getting what you need from the reports?

- Look at what you are doing and is the report giving you what you need.
- Understand the "intent" of the Reports you are receiving.
  - -Consider changing a business practice to use existing information.
  - -Consider adding to or modifying an existing Standard Report.
- Request the creation of a Special Report (to meet new needs).

#### Let the computer do the work!

- Are you spending time on repetitive work?
- Are you using too much paper?
- What is wasting your time in determining month end position?





## Financial Report Records Ability to: Save/Print/Archive Records

#### Business Services Monthly Financial Reports

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			FY2011			EY2	010	
		Period to Date Actuals	% of Annual	Annual Budget	Period to Date Actuals	% YTD Actual of Budget	Annual Budget	Period 14 Actuals
Revenue								
01000	Enrollment Fees	457,582.19	39.94%	1,145,560.00	445,438.46	32.55%	1,368,628.00	1,280,814.65
02500	Resource Redistribution	1,016,067.00	100.00%	1,016,067.00	.00	0.00%	1,016,067.00	1,016,067.00
06000	Sales & Services	234.00	4.42%	5,300.00	696.00	13,13%	5,300.00	7,731.15
	Total Revenue	1,473,883.19	68.02%	2,166,927.00	446,134.46	18.67%	2,389,995.00	2,304,612.80
Labor								
10100	Unclassified Salaries	17,533.00	2.57%	681,517.00	15,963.50	2.60%	613,961.00	659,169.76
10200	Unclassified Pay	.00	0.00%	41,390.00	.00	0.00%	48,179.00	32,362.01
10300	Classified Salaries	12,568.07	18.65%	67,380.00	10,039.17	16.29%	61,632.00	58,386.55
10400	Classified Pay	.00	0.00%	6,081.00	298.00	10.41%	2,862.00	3,933.82
10500	Student Pay	.00	0.00%	10,300.00	13.10	0.17%	7,918.00	5,096.58
10600	Grad Asst/Res Phys/Dent/Clin Fellws	.00	0.00%	2,000.00	.00	0.00%	1,939.00	1,966.50
10900	Other Payroll Expenses (OPE)	20,955.37	5.37%	390,548.00	18,719.82	5.31%	352,859.50	385,525.37
	Total Labor	51,056.44	4.26%	1,199,216.00	45,033.59	4.13%	1,089,350.50	1,146,440.59
General Expe								
20000	Services & Supplies Expense	4,406.05	4.05%	108,737.38	3,181.37	3.39%	93,760.70	125,869.07
79000	Internal Sales Reimbursement	.00	0.00%	-1,544.00	47.29	-20.30%	-233.00	-4,457.32
	Total General Expense	4,406.05	4.11%	107,193.38	3,228.66	3.45%	93,527.70	121,411.75
fotal Revenue		1,473,883.19	68.02%	2,166,927.00	446,134.46	18.67%	2,389,995.00	2,304,612.80
% Change i	n Revenue from FY2010	230.37%		-9.33%				
		55,462.49	4.25%	1,306,409.38	48,262.25	4.08%	1,182,878.20	1,267,852.34
	n Expense from FY2010	14.92%		10.44%				
Margin (Reve	nue-Expense)	1,418,420.70	[	860,517.62	397,872.21		1,207,116.80	1,036,760.46

All Reports Saved as .pdf file -"Save As" electronically -"Search" is easy in .pdf -Limit "paper copy" printing

Electronic File System -Be organized -Be consistent in naming "RevExpBudOps-FY11Sept"

gn and Program by Valerie Dean 11/12/2008

Page 1 of 1

<u>Your Role</u>:

1-Review Financial Report records

- 2-Understand information
- 3-Take action to control expenditures

Online Archive History "Archive of Quarterly Reports"

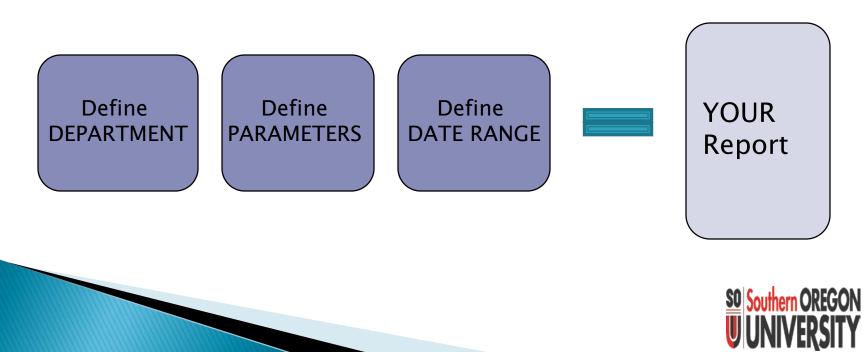
## Southern OREGON UNIVERSITY View Comparative Financial History

## UNIVERSITY

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		Financial Services FY 2009 Fiscal Year End June 2009	
_		Business Services FY2010 1st Quarter September 2009	
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-		FY2010 3rd Quarter March 2010	
		FY 2010 Fiscal Year End June 2010	
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## Benefits and Advantages of Using Banner and Website

- Both on and off-campus access to website reports anytime
- Historical comparative data (CY, PY, FYE) is archived online
- Easy retrieval and search ability
- Future direction is to have campus user have ability to access reports through Banner (via Cognos accounting platform)



## Banner - newCognos Month End Reports

M       Advance       Budget       Advance       Budget       Advance         Fund       Index Code		IBM Cognos Viewer - Monthly Department Reports			Deborah Innes ( <u>a</u>	ach = 🕜 = 🖘 wa	ch = 🜃 Absol	IBM.				
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		Fiscal Year Prior Year Period										
		2013 • 2012 • 01 •										
		Consignated Operations		- BECX OM/SOL	I : Southern Oregon Uni	- IEM Cognos Con	IBM Cognos Vie	wer - Mont ×				
		Clearing Funds	× 🗞 Convert - 🔂 Select		170					010 E		
		T Student Centers/Activities		z June 2012, penod 12, m )	Introde	uction to SQL lessons syll	ebus (2)		1074			_
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Fund         10000 - General Fund Operations •         0000 - General Fund Operations •         <	Fund         10000 - General Fund Operations •         0000 - General Fund Operations •         <	Submit			10400 - Classified Pay	240.00	2.88%	11,800.00	19.66	0.09%	12,400.00	
Funds         Careford         Feins         Careford         C	Fundo         Central Fund Operations         Feins         Control         Control <td>Cabin</td> <td></td>	Cabin										
1000-Other Phyrol Spenses (DE)       25,027.59       7,15%       54,212.53       6,21%       44,345.00         Index Code       1000-Other Phyrol Spenses (DE)       22,027.59       7,15%       54,212.53       6,01%       44,345.00       2,22,22       5,7%       60,05%,153       7,24%       4,015,10,14       4,015,10,5       9,13%       5,27,00,00         Control Support       2000-Services & Support       2,21,22       5,7%       5,00%,14       4,015,10,6       9,13%       5,27,00,00         Subbrit       Subbrit       2,21,22       5,7%       5,00%,01       4,00%,00       -2,000,00         Total Revenue       330,000,9%       44,05%,00       3,22,02       6,6%       4,00%,00       -2,000,00         Total Revenue       531,000,9%       44,05%,00       54,072,41       4,00%,00       -2,000,00       -2,000,00         's change in Revenue from FY 2012       -2,41%       44,05%,00       -2,000,00	Index Code       1000-Omer Phyrol Expense (DE)       22.022.59       7.15%       34.212.53       22.002.59       6.01%       44.345.00         Index Code       Cole       1000-Omer Phyrol Expense (DE)       22.022.59       7.15%       34.212.53       22.002.59       6.01%       44.345.00         Index Code       Cole       1000-Omer Phyrol Expense       22.022.59       7.15%       54.212.53       22.002.59       7.05%       54.212.52       5.7%       6.05%       4.010.10       9.13%       52.770.00       000-0mer Phyrol Expense       22.022.59       7.05%       54.012.01       4.012.10       9.13%       52.000.00       1.021.00       0.05%       54.012.01       4.012.01       9.13%       52.000.00       1.021.00       0.05%       54.012.01       4.012.01       9.13%       52.000.00       1.021.00       0.05%       54.012.01       4.012.01       9.000.00       1.021.00       0.05%       54.012.01       4.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.012.01       1.05%       54.016       1.05%       54.012.01       1.05%				felins							
Index Code         Operand         20000 - Services & Supples Expense         3.219.27         5.74%         56.103.41         4.013.18         9.13%         59.270.30           All         •         1000 - Internal Sales Recrument         0.02         0.05%         -2.000.00         0.212.02         0.65%         -2.000.00         0.212.02         0.65%         -2.000.00         0.212.02         0.65%         -2.000.00         0.212.02         0.65%         -2.000.00         0.212.02         0.65%         -2.000.00         0.212.02         0.65%         -2.000.00         0.212.02         0.65%         -2.000.00         0.05%         -2.000.00         0.05%         -0.000.00         0.05%	Index Code         Operand 2         20000 - Services & Supples Expense         3.219.27         5.74%         50.010.41         4.813.10         9.13%         59.270.06           All         •         •         0.000 - internal Seas Reductament         0.02         0.00%         -2.000.00         -3.210.00         6.65%         4.2000.00         -3.210.00         6.65%         4.2000.00         -3.210.00         6.65%         4.2000.00         6.65%         4.2000.00         6.65%         4.2000.00         6.65%         4.2000.00         6.65%         4.2000.00         6.65%         4.95%         4.85%					26.027.59			27,902,58			
Total Revenue         Doposition         2212/2         0.00%         4,200.00         0.221.00         0.67%         4,200.00           Submit         Total General Linema         2212/7         600%         4,200.00         121.20         0.67%         4,200.00         121.20         0.67%         4,200.00         121.20         0.67%         -2,01.61         161.61%         141.61%	Total Revenue         1000 - Internal Sass Restructament         Internal Sass Restructament <td></td> <td></td> <td></td> <td>13c2=04000</td> <td>3.219.27</td> <td>11.0000-1</td> <td>5.000.500.00 FL</td> <td>4.813.18</td> <td>1 No. 1920</td> <td>7 Martin Children Children</td> <td></td>				13c2=04000	3.219.27	11.0000-1	5.000.500.00 FL	4.813.18	1 No. 1920	7 Martin Children Children	
Submit         Total Revenue         382,040,85         40.95%         594,974.77         49.97%         2,484,865.00         2           % change in Revenue from PY 2012         -24,45%         -24,45%         -44,89%         -44,89%         -44,84%	Submit         Total Revenue         382,040,85         40.95%         594,974.77         49.97%         2,44.85,00           % change in Revenue from PY 2012         -24.45%         -44.89%         -44.86%		All	Expense		0.00			-121.00			
Schange in Revenue from IY 2012         -24.15%         -64.26%           Total Expense         64.254.26         5.73%         1.159.271.64         795.344.60         5.59%           Schange in Expense from IY 2012         -17.20%         -14.64%         -14.64%         -15.275.38.54         1           Schange in Expense from IY 2012         -17.20%         -13.04.645.34         425.590.17         1.1227.338.54         1           Budgeted Operations includes General funds and all other funds within: 000000 through 0166990	No change in Revenue from IY 2012         -24.15%         -64.28%           Total Expense         64.254.26         5.75%         1.159.215.64         795.34.660           St change in Expense from FY 2012         -17.26%         -14.64%         -159.34.660         5.95%         1.334,646.66           St change in Expense from FY 2012         -17.26%         -14.64%         -159.346.60         5.95%         1.334,646.66           Margin (Revenue - Expense)         517.869.79         -364.456.74         425.596.17         1.227.338.54           Budgeted Operations includes General funds and all other funds within: 000000 through 0166990		Submit	Total Revenue	Total General Expense	2,219,27	1.000	and the second se	4.692.15	and the second se	the second s	2.3
% change in Expense from FY 2012         -17.80%         -16.64%           Margin (Rivenue - Stypense)         217.000,70         -204.456.74         426.600.17           Budgeted Operations includes General funds and all other funds within:         000000 through 016599         127.000,70	% change in Expense from FY 2012         -17.80%         -16.64%           Margin (Rivenue - Expense)         217.000,70         -204.456.74         426.600.47           Budgeted Operations includes General funds and all other funds within: 000000 through 016599         -         -			(dia serenae	% change in Revenue from FY 2012						2,001,000.00	
Margin (Bevenue - Expense)         517,009.76         -304,456.74         425,690.17         1,327,338.54         4           Budgeted Operations includes General funds and all other funds within: 000000 through 016699	Margin (Revenue - Expense)         517,099,76         -304,456,74         425,696,17         1,327,338,54           Budgeted Operations includes General funds and all other funds within: 000000 through 016699			Total Expense		65,251.25	5.73%	1,139,213.64	79,384.00	5.95%	1,334,646.06	1,
Budgeted Operations includes General funds and all other funds within: 000000 through 016999	Budgeted Operations includes General funds and all other funds within: 000000 through 016999			N. 224								
Budgefeld Operations includes General funds and all other funds within: 000000 through 016999 Report: Revenue and Expense by Account Level 1 Code	Budgeted Operations includes General funds and all other funds within: 000000 through 016999								425,590.17		1,327,338.94	1,0
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3-All Index (or one)

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## Sample: Upcoming Monthly Financial Report levels Banner - Cognos Month End Reports

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Revenue & Expense Report by Organization: An A History Sub Organization: An Organization Fund: 001000 - General Fund Open Index: All Fund Type: Budgeted Openations	ations Snow	Fiscal Wear: 2 Prior Fiscal Wear: 2 Fiscal Period: 0 Fincumbrances: N	2012 203 940					Organization: Art Sub Organization: Art	Department Operations 000 - General Fund Operations	t Level 2 Code Fiscal Vear Pror Fiscal Vear Fiscal Period: 0 Stow Droumbrances	2013 2012					
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- 1. Dashboard Enter Report parameters
- 2. Open Report Tab Pre-developed or Custom Reports





### Recap How to Access Monthly Financial Reports https://campus.sou.edu/budget/monthly-reports

<u>www.sou.edu</u> Quicklinks MY SOU Using Banner & Website To your Advantage Web Reports: Dept. Reports & Campus-Wide Reports

Business Services website Understanding the Intent of Report

Future is *Cognos*: \*dashboards (pre-done) \*custom reports

Monthly Financial Reports Save .pdf or Print

**On–line Archives** 

Training via Online Modules & SOU Workshops

## Contacts

Business Services Churchill Hall, Rm. 154



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- Questions with Banner Monthly Financial Reports/Training: Deborah Jones, Fiscal Coordinator jonesde@sou.edu, 552-6631

# **SO Southern OREGON UNIVERSITY**

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#### Lee (Tiki) McClure, Business Services Journal Vouchers

3:45 PM