

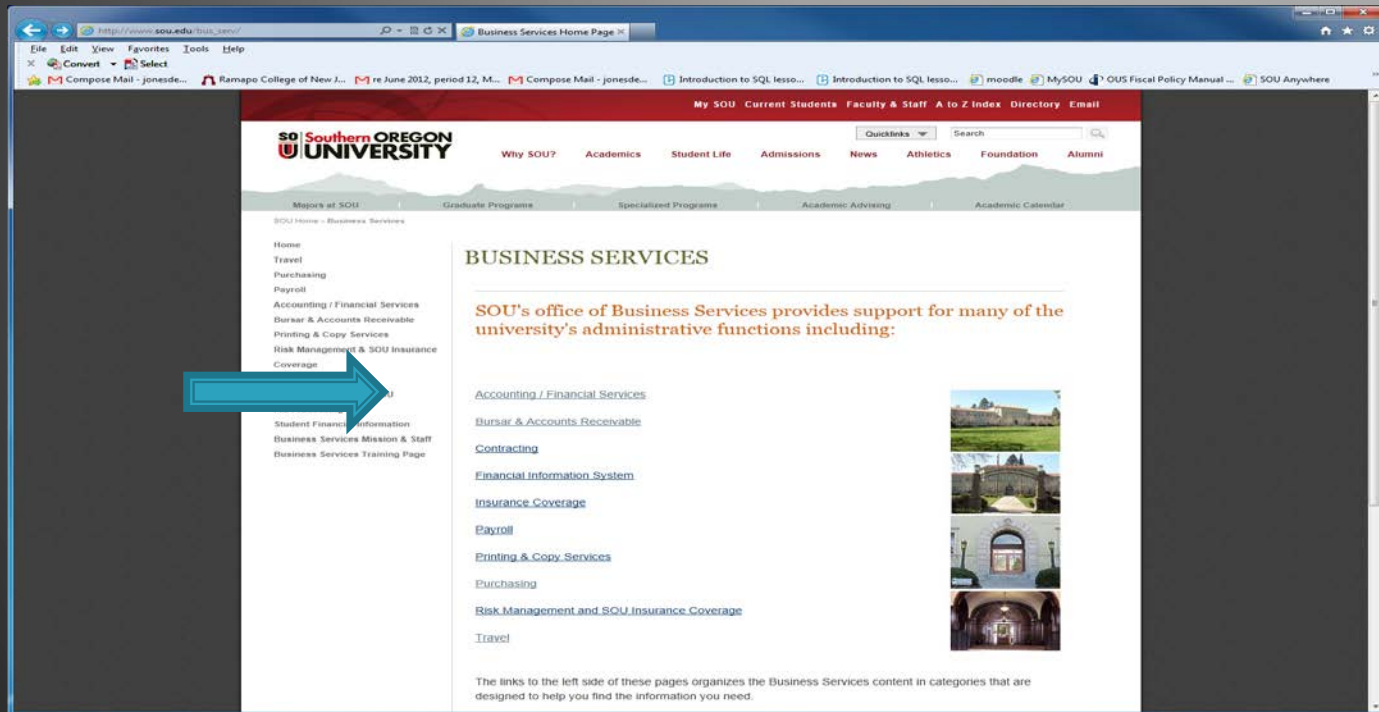
Tour of Business Services Web Reports

Navigating the Website for Financial Reports

Business Services
November 2012

Tour of Web for Online Financial Reports

<https://campus.sou.edu/budget/monthly-reports/>



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

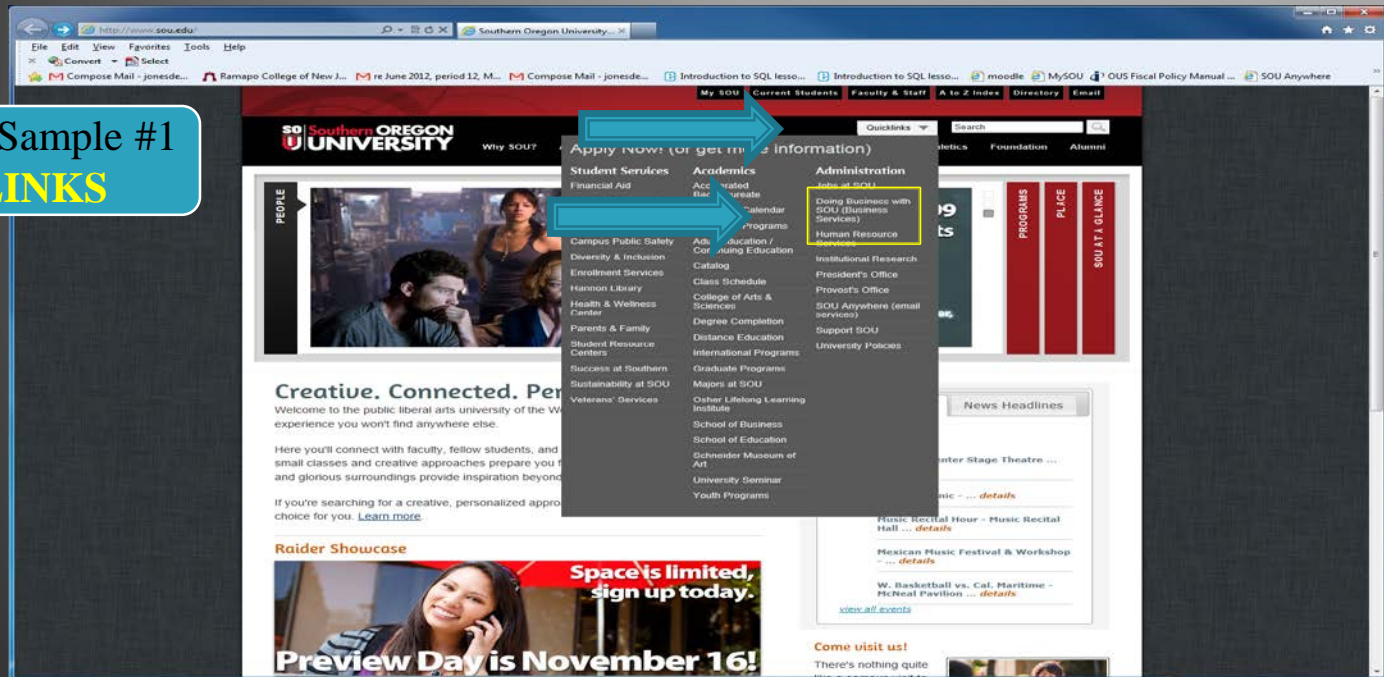
How to Access Website

Navigate to Business Services Home page

<http://www.sou.edu>

Web Access- Sample #1

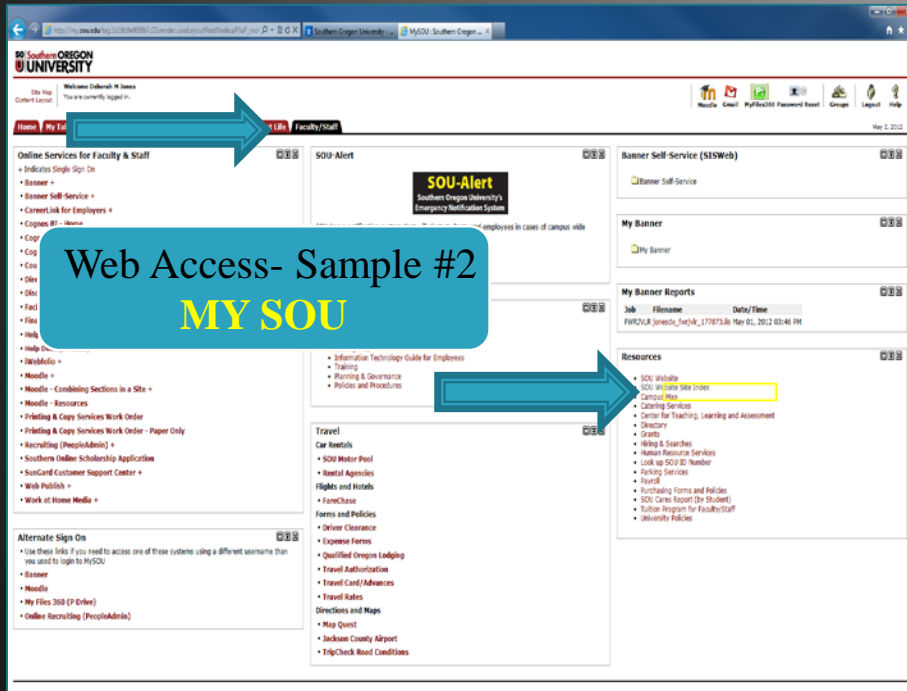
QUICKLINKS



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



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

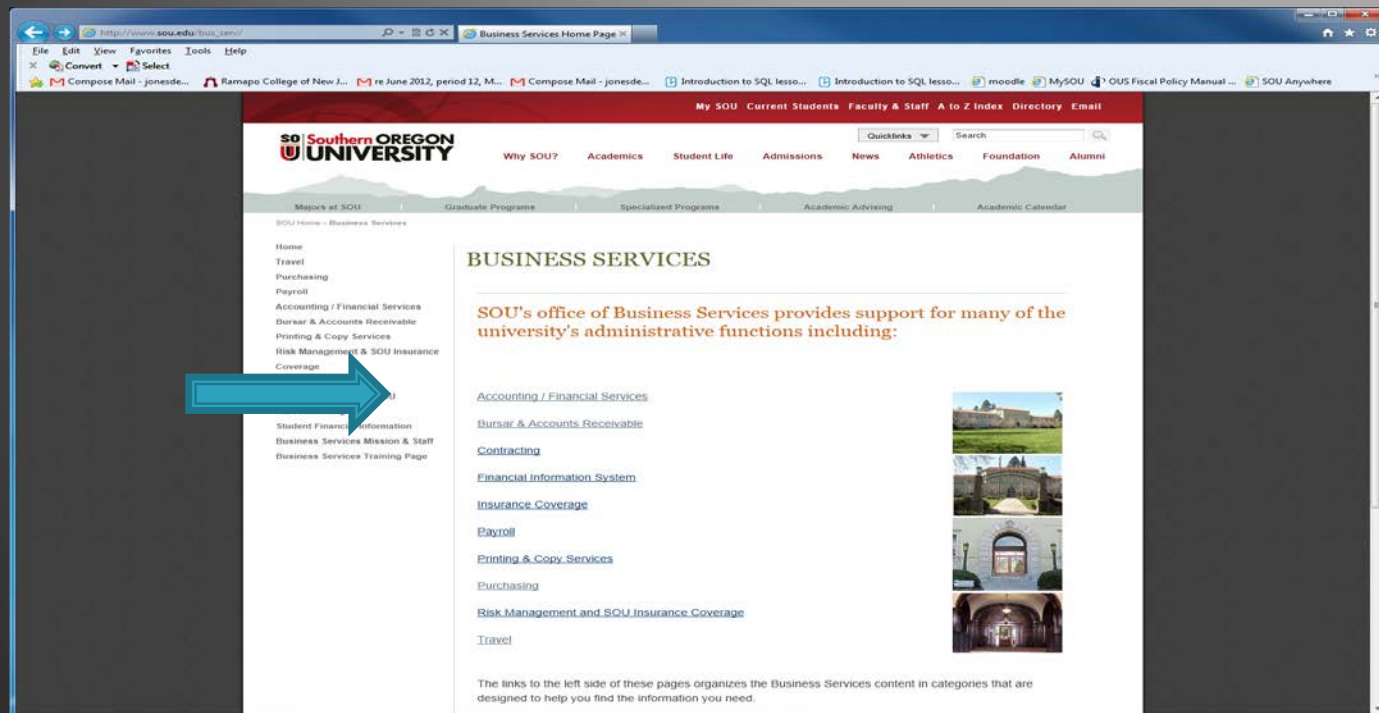
1. Open MY SOU: "Faculty Staff" tab
Click Resources: "SOU Website Site Index"
2. Page SOU from A to Z:
Click on "B" for "Business Services"

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

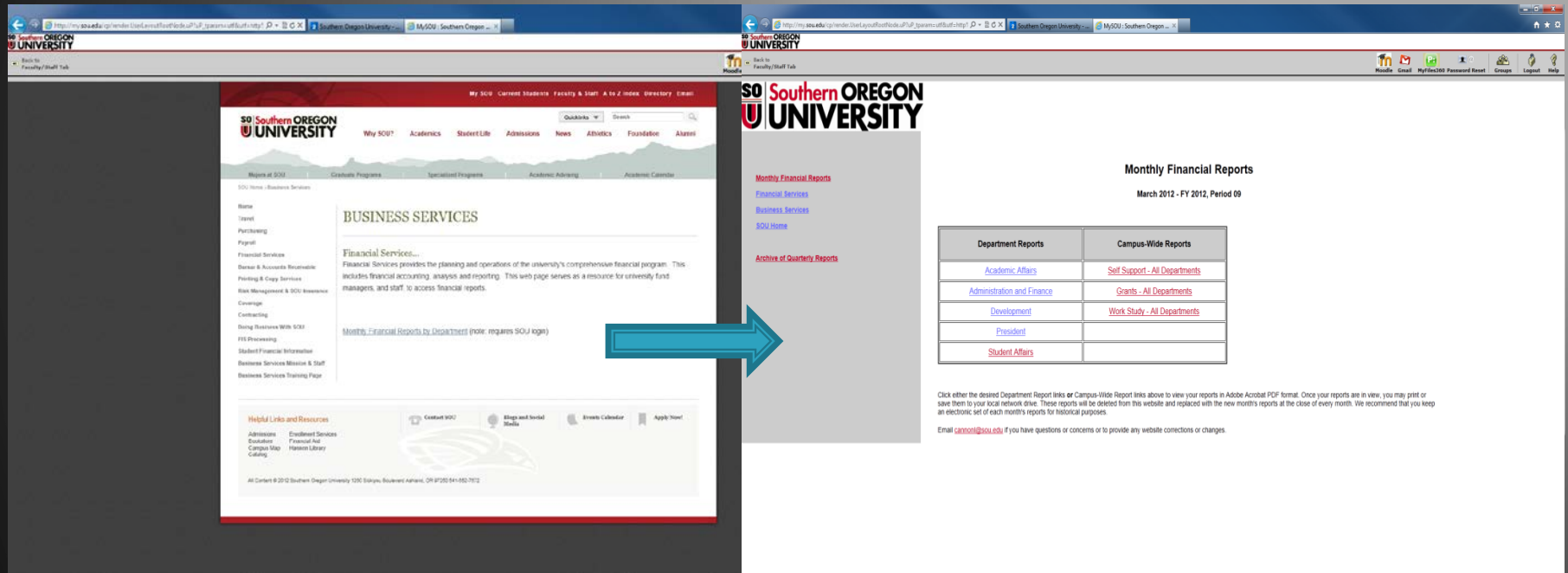
<https://campus.sou.edu/budget/monthly-reports/>



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

Tour of Web for Online Monthly Financial Reports

<https://campus.sou.edu/budget/monthly-reports>



The screenshot shows the Southern Oregon University website. On the left, the 'BUSINESS SERVICES' section is visible, with a link to 'Monthly Financial Reports by Department (note: requires SOU login)'. A large blue arrow points from this link to the right-hand side of the image, which shows the 'Monthly Financial Reports' page. This page displays the date 'March 2012 - FY 2012, Period 09' and a table with two columns: 'Department Reports' and 'Campus-Wide Reports'. The 'Department Reports' column lists links for Academic Affairs, Administration and Finance, Development, President, and Student Affairs. The 'Campus-Wide Reports' column lists links for Self Support - All Departments, Grants - All Departments, and Work Study - All Departments. Below the table, there is a note about the reports being in Adobe Acrobat PDF format and a contact email for campus@sou.edu.

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

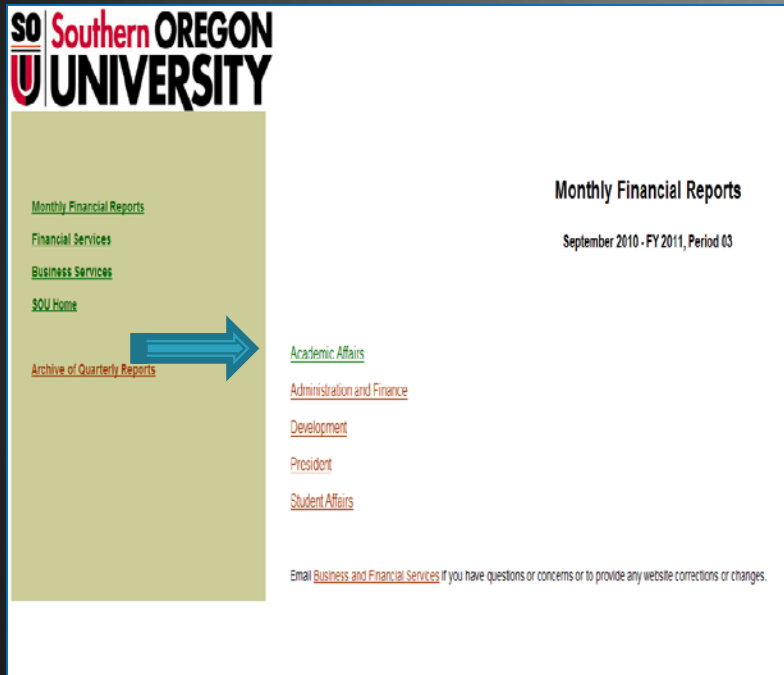
- Year to date by Fund
- Summary by Index
- Summary by Department and by Student

▶ 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/monthly-reports/DepartmentIndexes/AcademicAffairsindex.html>



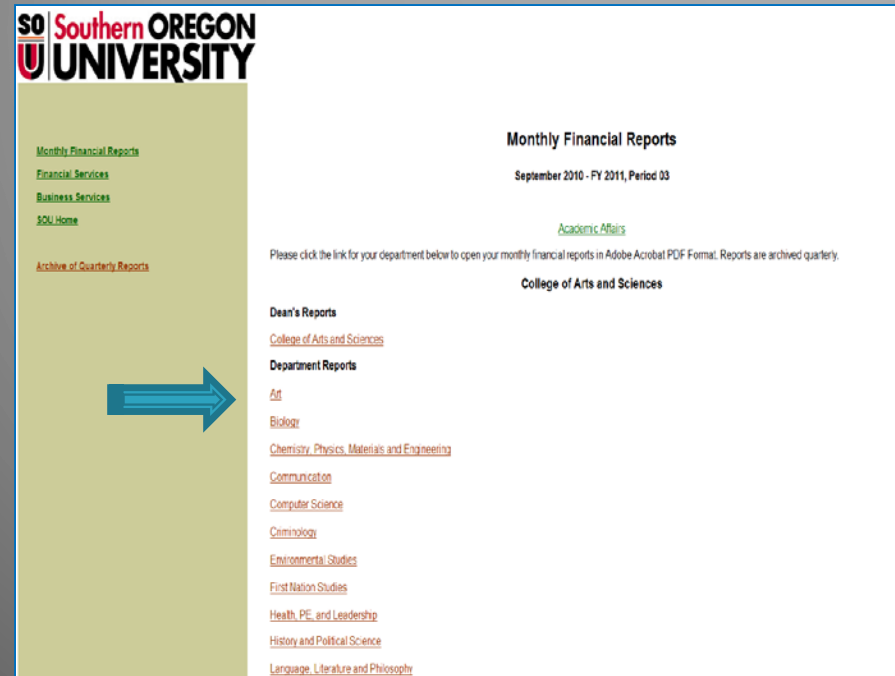
SO Southern OREGON UNIVERSITY

[Monthly Financial Reports](#)
[Financial Services](#)
[Business Services](#)
[SOU Home](#)
[Archive of Quarterly Reports](#)

Monthly Financial Reports
September 2010 - FY 2011, Period 03

[Academic Affairs](#)
[Administration and Finance](#)
[Development](#)
[President](#)
[Student Affairs](#)

Email [Business and Financial Services](#) if you have questions or concerns or to provide any website corrections or changes.



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Monthly Financial Reports
September 2010 - FY 2011, Period 03

[Academic Affairs](#)

Please click the link for your department below to open your monthly financial reports in Adobe Acrobat PDF format. Reports are archived quarterly.

College of Arts and Sciences

Dean's Reports
[College of Arts and Sciences](#)

Department Reports
[Art](#)
[Biology](#)
[Chemistry, Physics, Materials and Engineering](#)
[Communication](#)
[Computer Science](#)
[Criminology](#)
[Environmental Studies](#)
[First Nation Studies](#)
[Health, PE, and Leadership](#)
[History and Political Science](#)
[Language, Literature and Philosophy](#)

Department Report Sample:
Monthly Financial Reports

1. Open Dept. Category
2. Choose Dept. Report
3. Open Report of Choice



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[Monthly Financial Reports](#)
[Financial Services](#)
[Business Services](#)
[SOU Home](#)
[Archive of Quarterly Reports](#)

Monthly Financial Reports
September 2010 - FY 2011, Period 03

[College of Arts and Sciences](#)
Art Department

[Deeded Operations Revenue and Expense Summary](#)
[Deeded Operations Revenue and Expense by Organization](#)
[Deeded Operations Revenue and Expense by Department and Index Code](#)
[Deeded Operations Non-personal Transactions](#)
[Deeded Operations Personal Activities Index](#)
[Professional Development Summary](#)

Click the links above to view your reports in Adobe Acrobat PDF format. Once your reports are in view you may print or save them to your local network drive. These reports will be deleted from this website and replaced with the new monthly reports at the close of every month. We recommend that you keep a set of each month's reports for historical purposes. Email Business and Financial Services if you have questions or concerns or to provide any website corrections or changes.

Select a Monthly Financial Report

Standard Reports & Special Reports

Business Services Monthly Reports

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[Monthly Financial Reports](#)
[Financial Services](#)
[Business Services](#)
[SOU Home](#)
[Archive of Quarterly Reports](#)

Monthly Financial Reports
September 2010 - FY 2011, Period 03

[College of Arts and Sciences](#)
Art Department

[Budgeted Operations Revenue and Expense Summary](#)
[Budgeted Operations Revenue and Expense by Organization](#)
[Budgeted Operations Revenue and Expense by Department and Index Code](#)
[Budgeted Operations Non-payroll Transactions](#)
[Budgeted Operations Payroll Activity by Index](#)
[Professional Development Spending](#)

Click the links above to view your reports in Adobe Acrobat PDF format. Once your reports are in view you may print or save them to your local network drive. These reports will be deleted from this website and replaced with the new month's reports at the close of every month. We recommend that you keep a set of each month's reports for historical purposes.

Email [Business and Financial Services](#) if you have questions or concerns or to provide any website corrections or changes.

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 has happened 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

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"

Online Archive History
 "Archive of Quarterly Reports"

SO Southern OREGON UNIVERSITY

**Art & Art History
Budgeted Operations
Revenue & Expense Summary**
FY2011, Period 03 comparative to FY2010

10/15/2010
Report includes the General Fund and all other funds within Budgeted Operations: Funds 000000 through 610999.
Generated by Financial Services

	FY2011			FY2010		
	Period to Date Actuals	% of Annual	Annual Budget	Period to Date Actuals	% YTD Actual of Budget	Annual Budget
Revenue						
01000 Enrollment Fees	457,582.19	39.94%	1,145,560.00	445,438.46	32.55%	1,368,628.00
02500 Resource Redistribution	1,016,067.00	100.00%	1,016,067.00	.00	0.00%	1,016,067.00
06000 Sales & Services	234.00	4.42%	5,300.00	696.00	13.13%	5,300.00
Total Revenue	1,473,883.19	68.02%	2,166,927.00	446,134.46	18.67%	2,389,995.00
Labor						
10100 Unclassified Salaries	17,533.00	2.57%	681,517.00	15,963.50	2.60%	613,961.00
10200 Unclassified Pay	.00	0.00%	41,390.00	.00	0.00%	48,179.00
10300 Classified Salaries	12,568.07	18.65%	67,380.00	10,039.17	16.29%	61,632.00
10400 Classified Pay	.00	0.00%	6,081.00	298.00	10.41%	2,862.00
10500 Student Pay	.00	0.00%	10,300.00	13.10	0.17%	7,918.00
10600 Grad Asst/Res Phys/Dent/Clin Fellows	.00	0.00%	2,000.00	.00	0.00%	1,939.00
10900 Other Payroll Expenses (OPE)	20,955.37	5.37%	390,548.00	18,719.82	5.31%	352,859.50
Total Labor	51,056.44	4.26%	1,199,216.00	45,033.59	4.13%	1,089,350.50
General Expense						
20000 Services & Supplies Expense	4,406.05	4.05%	108,737.38	3,181.37	3.39%	93,760.70
79000 Internal Sales Reimbursement	.00	0.00%	-1,544.00	47.29	-20.30%	-233.00
Total General Expense	4,406.05	4.11%	107,193.38	3,228.66	3.45%	93,527.70
Total Revenue	1,473,883.19	68.02%	2,166,927.00	446,134.46	18.67%	2,389,995.00
% Change in Revenue from FY2010	230.37%		-9.33%			
Total Expense	55,462.49	4.25%	1,306,409.38	48,262.24	4.68%	1,182,878.20
% Change in Expense from FY2010	14.92%		10.44%			
Margin (Revenue-Expense)	1,418,420.70		860,517.62	397,872.21		1,207,116.80

Design and Program by Valerie Dean 11/12/2008 Page 1 of 1

Your Role:

- 1-Review Financial Report records
- 2-Understand information
- 3-Take action to control expenditures

Archive of Quarterly Reports

View Comparative Financial History



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- [Monthly Financial Reports](#)
- [Financial Services](#)
- [Business Services](#)
- [SOU Home](#)
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[President](#)
[Student Affairs](#)
[Email Business and Financial Service](#)



Monthly Financial Reports
 September 2010 - FY 2011, Period 03

Business Services Monthly Reports - Windows Internet Explorer

<https://campus.sou.edu/budget/monthly-reports/Archive/ArchiveIndex>

SOUTHERN OREGON UNIVERSITY

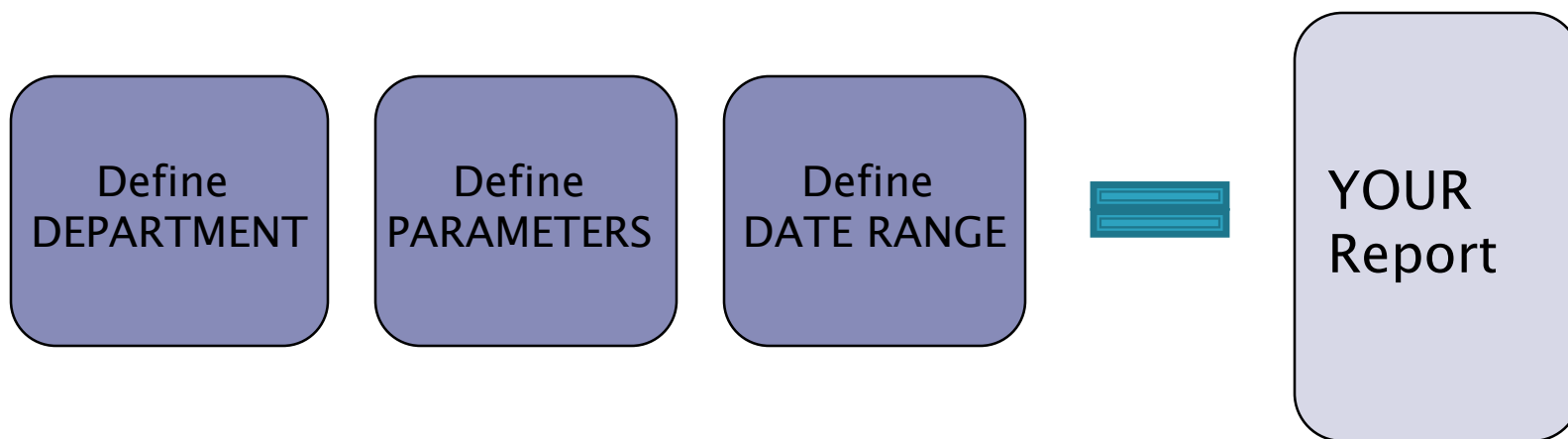
Archive of Monthly Financial Reports

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- [Financial Services](#)
- [Business Services](#)
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FY 2009 Fiscal Year End June 2009
 FY2010 1st Quarter September 2009
 FY2010 2nd Quarter December 2009
 FY2010 3rd Quarter March 2010
 FY 2010 Fiscal Year End June 2010

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

Monthly Department Reports

Fiscal Year: 2013, Prior Year: 2012, Period: 01

Fund Type

- ☒ Budgeted Operations
- ☐ Designated Operations
- ☐ Service Departments
- ☐ Clearing Funds
- ☐ Housing
- ☐ Student Centers/Activities
- ☐ Intercollegiate Activities
- ☐ Health Services
- ☐ Parking
- ☐ Bookstores

Select All / Deselect All

Organization

Organization Description: Art & Art History

Sub Organization

All

Fund

All

Index Code

All

Submit

Revenue & Expense Report by Account Level 1 Code

Organization: Art & Art History, Fiscal Year: 2013, Prior Fiscal Year: 2012, Fiscal Period: 03

Sub Organization: Art Department Operations, Prior Fiscal Year: 2012, Fiscal Period: 03

Fund: 001000 - General Fund Operations, Show Encumbrances: No

Index: All, Fund Type: Budgeted Operations

	Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals	% of Annual Budget	Annual Budget	Period 14 Actuals
FY 2013							
Revenue							
01000 - Enrollment Fees	383,033.95	41.20%	927,787.80	504,872.17	30.79%	1,639,818.00	1,284,180.28
02500 - Resource Redistribution	0.00	0.00%	0.00	0.00	0.00%	1,816,067.00	1,816,067.00
06000 - Sales & Services	27.00	0.36%	7,000.00	182.00	1.70%	6,000.00	8,158.75
08000 - Other Revenues	0.00	0.00%	0.00	0.00	0.00%	0.00	29.78
Total Revenue	383,060.95	40.98%	934,787.80	504,874.17	18.97%	2,661,885.00	2,308,436.36
FY 2012							
Labor							
10100 - Unclassified Salaries	25,615.35	4.06%	631,135.17	25,272.25	3.88%	686,464.00	689,238.65
10200 - Unclassified Pay	0.00	0.00%	35,686.00	2,915.75	6.70%	43,508.00	23,981.98
10300 - Classified Salaries	9,253.74	25.51%	36,276.43	18,307.38	24.37%	75,121.00	74,218.55
10400 - Classified Pay	348.89	2.80%	11,800.00	19.88	0.09%	12,400.00	3,489.75
10500 - Student Pay	795.30	13.26%	6,000.00	285.00	0.00%	0.00	6,272.62
10600 - Grad Asst/Res Phys/Cent/Clm	0.00	0.00%	0.00	0.00	0.00%	1,989.00	0.00
10900 - Other Payroll Expenses (OPE)	26,027.59	7.15%	364,212.53	27,902.58	6.01%	464,361.00	397,085.56
Total Labor	62,050.98	6.72%	1,086,159.53	74,693.52	5.82%	1,283,843.00	1,154,449.81
General Expense	3,219.27	5.74%	56,103.41	4,813.10	9.13%	52,703.00	20,184.67
79000 - Internal Sales Reimbursement	0.00	0.00%	-2,000.00	-121.00	0.05%	-2,000.00	-3,398.15
Total General Expense	3,219.27	5.95%	54,103.41	4,692.10	9.35%	50,703.00	16,786.52
Total Revenue	383,060.95	40.98%	934,787.80	504,874.17	18.97%	2,661,885.00	2,308,436.36
Total Expense	66,264.26	5.73%	1,136,213.64	79,384.00	5.95%	1,334,546.00	1,226,247.43
Margin (Revenue - Expense)	316,796.69	-17.80%	-204,455.74	425,490.17	-14.64%	1,327,338.94	1,082,188.93

Budgeted Operations includes General funds and all other funds within: 000000 through 016999
Report: Revenue and Expense by Account Level 1 Code
Run Date: Oct 31, 2012

To Retrieve Report:
1-Fund Type
2-Organization Level
3-All Index (or one)

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

Rev & Exp Level 1	Rev & Exp Level 2	Payroll	Non-Payroll	Fund Balance	Other
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Revenue & Expense Report by Account Level 1 Code

Organization: Art & Art History Fiscal Year: 2013
 Sub Organization: Art Department Operations Prior Fiscal Year: 2012
 Fund: 001000 - General Fund Operations Fiscal Period: 03
 Index: All Show Incurrences: No
 Fund Type: Budgeted Operations

	Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals
FY 2013							
Revenue	150,273.05	41.29%	363,757.00	504,675.87	50.79%	1,013,610.00	5,194,160.76
52000 - Resource Redistribution	0.00	0.00%	0.00	0.00	0.00%	1,013,610.00	5,194,160.76
58000 - Sales & Services	27.00	0.74%	7,000.00	302.00	1.70%	8,000.00	4,174.75
58000 - Other Revenue	0.00	0.00%	0.00	0.00	0.00%	0.00	20.76
Total Revenue	150,273.05	41.29%	363,757.00	504,675.87	50.79%	1,013,610.00	5,194,160.76
Expenditure							
61000 - Unallocated Salaries	25,415.25	4.08%	621,150.00	25,214.25	3.88%	650,000.00	865,250.26
61000 - Unallocated Pay	0.00	0.00%	10,000.00	2,071.75	4.79%	43,000.00	30,881.88
61000 - Classified Salaries	9,253.74	25.51%	36,276.43	18,307.36	24.57%	75,000.00	73,318.55
61000 - Classified Pay	140.00	2.80%	11,800.00	10.00	0.05%	17,400.00	5,802.75
61000 - Unallocated Pay	390.26	13.24%	6,900.00	285.00	0.04%	6,000.00	9,272.54
61000 - Local Activities Pay/Over/Con	0.00	0.00%	0.00	0.00	0.00%	1,000.00	0.00
61000 - Other Unallocated Salaries	24,021.25	7.05%	344,212.57	22,902.26	6.57%	344,000.00	357,068.36
Total Expenditure	35,059.25	5.19%	1,065,112.43	47,591.31	5.01%	1,040,400.00	1,040,400.00
General Expense	20,000.00	3.34%	59,100.00	4,875.00	0.79%	62,000.00	35,994.67
70000 - Internal Sales Reinforcement	0.00	0.00%	12,000.00	421.00	0.07%	12,000.00	15,390.55
Total Expenditure	55,059.25	5.19%	1,065,112.43	47,591.31	5.01%	1,040,400.00	1,040,400.00
Total Revenue	150,273.05			504,675.87			5,194,160.76
Total Expenditure	55,059.25			47,591.31			1,040,400.00
Net Change in Fund Balance	95,213.80			458,784.56			4,153,760.76
Net Change in Fund Balance	95,213.80			458,784.56			4,153,760.76

Budgeted Operations includes General Fund and all other funds within 000000 through 010000
 Report: Revenue and Expense by Account Level 1 Code 1 of 2 Run Date: Oct 31, 2012

Revenue & Expense Report by Account Level 2 Code

Organization: Art & Art History Fiscal Year: 2013
 Sub Organization: Art Department Operations Prior Fiscal Year: 2012
 Fund: 001000 - General Fund Operations Fiscal Period: 03
 Index: All Show Incurrences: No
 Fund Type: Budgeted Operations

	Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals
FY 2013							
Student Fees	170,000.00	48.68%	349,444.50	403,000.00	50.79%	1,013,610.00	5,194,160.76
61000 - Unallocated Undergrad Tuition	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
61000 - Unallocated Graduate Tuition	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
61000 - Special Student Tuition	24,244.00	7.05%	34,244.00	18,744.00	5.44%	34,244.00	78,277.00
61000 - Continuing and Credit Tuition	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
61000 - Other Special Services Fees	145,756.00	41.67%	315,200.50	484,256.00	47.77%	1,013,610.00	5,194,160.76
Total Student Fees	170,000.00	48.68%	349,444.50	403,000.00	50.79%	1,013,610.00	5,194,160.76
Administrative Resources & Activities	0.00	0.00%	0.00	0.00	0.00%	1,013,610.00	1,040,400.00
61000 - State Resource Redistribution	0.00	0.00%	0.00	0.00	0.00%	1,013,610.00	1,040,400.00
Total Administrative Resources & Activities	0.00	0.00%	0.00	0.00	0.00%	1,013,610.00	1,040,400.00
Salaries and Services Revenue	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
61000 - Art Supplies Sales	27.00	0.74%	7,000.00	302.00	1.70%	8,000.00	4,174.75
61000 - General Services/Supplies	0.00	0.00%	0.00	0.00	0.00%	0.00	20.76
61000 - Continuing and Credit Tuition	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
Other Revenue	0.00	0.00%	0.00	0.00	0.00%	0.00	20.76
Total Other Revenue	0.00	0.00%	0.00	0.00	0.00%	0.00	20.76
Unallocated Salaries	10,000.00	3.34%	30,000.00	2,071.75	0.79%	26,000.00	30,881.88
61000 - Unallocated Salaries	24,021.25	7.05%	344,212.57	22,902.26	6.57%	344,000.00	357,068.36
Total Unallocated Salaries	34,021.25	9.39%	374,212.57	24,902.26	2.44%	374,000.00	387,956.24
Unallocated Pay	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
61000 - Unallocated Pay	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00

Budgeted Operations includes the General Fund and all other funds within 000000 through 010000
 Report: Revenue and Expense by Account Level 2 Code 1 of 6 Run Date: Oct 31, 2012

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>

www.sou.edu
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



- ▶ **Creating Special Reports in Banner Financial Reports:**
Steve Larvick, Director Business Services
larvick@sou.edu, 552-6594
- ▶ **Reviewing Department Report Details:**
James Berry, Accounting Manager
berryj1@sou.edu, 552-6065
- ▶ **Questions with Banner Monthly Financial Reports/Training:**
Deborah Jones, Fiscal Coordinator
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