FI Ledgers – Funds Center Balances

IRIS Integrated Resource Information System

Process: The Ledger Sheet Report is a useful tool for reviewing budgeted items and actual revenues/expenses for a Funds Center (Cost Center). Various types of ledger sheets are available: Special Ledger, Funds Management/Budget Control, Grants Management, and Internal Orders. The following steps are based on running an Funds Management/Budget Control report – Funds Center Balances: Budget vs Actual. See related Quick Reference Cards (QRCs) for more information: **BW Reports – Entering Variables**, **BW Designing Report Layouts**, **BW Using Context Menus**, **BW Saving A View**, **BW Opening A Saved View**, and QRCs covering the details of various reports.	
Role: Authorized Users	**Frequency:** When needed

BEGINNING STEPS

After logging into the myUK portal, click on the **BW Web Reporting** icon	BW Web Reporting

BW REPORT (WELCOME SCREEN)

Click on **FI Ledger Sheets**	▸ FI Budget ▸ FI Financial Accounting FI Ledger Sheets ▸ FI Procard Processing ▸ HR Benefits
Click on **Funds Management/Budget Control**	▾ FI Ledger Sheets ▸ Special Ledger ▸ Funds Management / Budget Control ▸ Grants Management ▸ Internal Orders ▸ FI Procard Processing
Click on the **Funds center balances: Budget vs Actual** report name *not* the icon to the left of it	▾ Funds Management / Budget Control Budget Entry Doc Details Capital Projects Ledger Encumbrance details FM Actual Details Funds center balances : Budget vs Actual Funds center balances : Budget vs Actual with std hierarchy
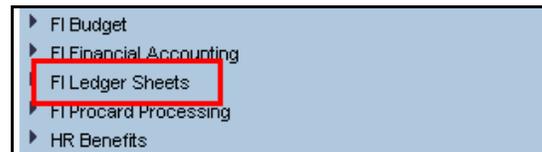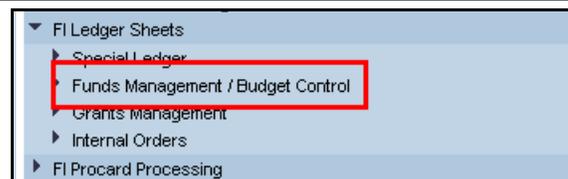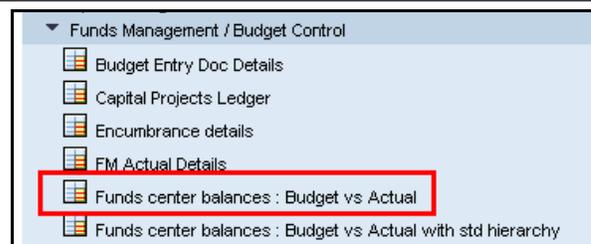
VARIABLES (REPORT PARAMETER SCREEN)

Several variables are available to use in setting the parameters for the data displayed in the report. Some of the variables are required, denoted by an asterisk (*). Data must be entered into these variable fields to run the report. For details on entering variables, see the QRC **BW Reports – Entering Variables**.

Fiscal Period/Year (Required) (*) Fiscal Period/Year (Required) (*) 010/2008	Used in displaying data for a specific period; example: 010/2008 (April 2008)
Company Code (Required) (*) Company Code (Required) (*) = ∨ UK00 Un	The highest organizational unit of financial accounting for which a complete self-contained set of accounts can be drawn up for external reporting; Should default to **UK00** (UK zero zero) UK's code
Business Area (Optional) Business Area = ∨ 0101 U	Corresponds to a separate operational or responsibility area in the organization at the highest level; example: 0101 UK w/o component units
Functional Area (Optional) Functional Area = ∨ 0110 C	Denotes a descriptive category as defined by the CPE; example: 0220 Ind & Project Research
Fund Groups (Optional) Fund groups (Optional) UK00Z01 Un	Denotes a group of Funds Centers used to provide organizational structure for reporting information; you must use the Selection icon 🔲 to select a Funds Group; example: UK00/0011010100 ADMINISTRATION UK GE
Funds Center Department (Optional) Funds Center Department = ∨ 8G020 E	Useful for displaying account information for a specific department or a range of departments; example: 12G00 Facilities
Funds Center (Optional) Funds Center = ∨ 1012004590	Useful for displaying account information for a specific funds center, several funds centers, or a range of funds center; example: 1012004590 Ed Curr & Inst
Commitment Item (Optional) Commitment Item = ∨ 530022 Tr	Useful for displaying account information for a specific commitment item, several commitment items, or a range of commitment items; example: 530022 Travel-OS Lodging
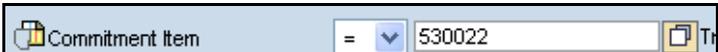
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FCTR Person Resp (Optional) FCTR Person resp SUSAN SPONCIL	Useful in displaying data for a specific funds center responsible person; example: Susan Sponcil
FCTR Budget Family (Optional) FCTR Budget Family 1	Useful in displaying data for a specific funds center budget family; example: 1 General Fund-State A
FCTR Funding Categ Code (Optional) FCTR Funding Categ Code S	Useful in displaying data for a specific funds center funding category code; example: S General Fund (State,.
FM Doc Status FM Doc Status = 1	Useful in displaying data for posted, preposted, preposted posted, and preposted undone data. Default is posted; example: 1 Posted
When you have set all the variables you want to use, click on the **Check** button to verify correct variable entry	FM Doc Status = Execute Check
When you have set all the variables you want to use, click on the **Execute** button to run the report	FM Doc Status = Execute Check
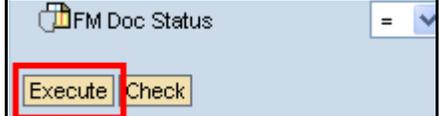
THE REPORT (Funds Center Balances: Budget vs Actual)

Use the following information to design the report to meet your needs. Terminology is available via the web at http://www.uky.edu/IRIS/HR/hr_terms.html

ROWS (Specifies fields shown in rows in the report view)

Funds Center	Contains the Funds Center number and name; example: 1011653750 Electrical Engineeri
Commitment Item	Contains the Commitment Item number and name; example: 408610 Tuition – CIS

COLUMNS (Specifies fields shown in columns in the report view)

Ledger Structure	Contains the structure of the ledger; choices include: Original Budget, Annual (Revised) Budget, Prior Balance, Current Month Actual, YTD (Year to Date) Actual, YTD Fund Reservations reqs, YTD Encumbrances for POs (Purchase Orders), YTD Parked FI (Financial) Docs, Available Budget; structure can include either Recurring funds, Non-recurring funds, or both
Original Budget	Contains the Original Budget (the budget as of July 1st for the fiscal year); example: $250,000.00
Annual (Revised) Budget	Contains the Annual (Revised) Budget (the budget as of the fiscal period for the report); example: $275,000.00
Prior Balance	Contains the Prior Balance; example: $(11,230.00)
Current Month Actual	Contains the Current Month Actual; example: $ (3,270.00)
YTD Actual	Contains the YTD Actual; example: $ (3,270.00)
YTD Fund Reservations, Reqs	Contains the YTD Fund Reservations, Reqs; example: $ 350.00
YTD Encumbrances for PO's	Contains the YTD Encumbrances for PO's; example: $3545.00
YTD Parked FI Docs	Contains the YTD Parked FI Docs (those not yet posted); example: $456.00
Available Budget	Contains the Available Budget; example: $ 11,530.00
FREE CHARACTERISTICS (Fields not shown in the initial view but are available if you want to use them as a column, row, or filter)	
Amount Type	Contains the Amount Type number and name; example: 0100 Original

Budget Type	Contains the Budget Type number and name; example: B1/NRCR Nonrecurring
Budget Family on Funds Center	Contains the Budget Family on Funds Center number and name; example: 7 Income Supported Acc
Business Area	Contains the Business Area number and name; example: 0101 UK w/o component units
Cmmits/Actuals Trans.	Contains the type of Commitments/Actuals Transaction number and name; example: RFBU FI: Postings
Company Code	Contains the Company Code number and name; example: UK00 University of Kentucky
Department on Funds Center	Contains the Department on Funds Center number and name; example: 8H400 Electrical Engineering
Document Type	Contains the Document Type number and name; example: SB G/L account posting
FCTR Exp Line	Contains the Funds Center Expense Line data; example: #
FCTR Rev Line	Contains the Funds Center Revenue Line data; example: #
Fiscal Year/Period	Contains the Fiscal Year and Period; example: 001/2008 Jul 2008
Functional Area	Contains the Functional Area number and name; example: 0110 General Acad Instruction
Fund	Contains the Fund number and name; example: 0011002000 C/A Uk General
Funding Category Code on Funds Center	Contains the Funding Category Code on the Funds Center; example: Income Supported

G/L Account	Contains the General Ledger Account name and number; example: Recov Cost Svcs Prov 0000440107
Person Responsible for Funds Center	Contains the Person Responsible for the Funds Center name; example: Janet Delaware
Value Type in FM	Contains the Value Type in FM number and name; example: 70 Commitments and Actuals