



Texas Christian University

Financial Reports Training

Table of Contents

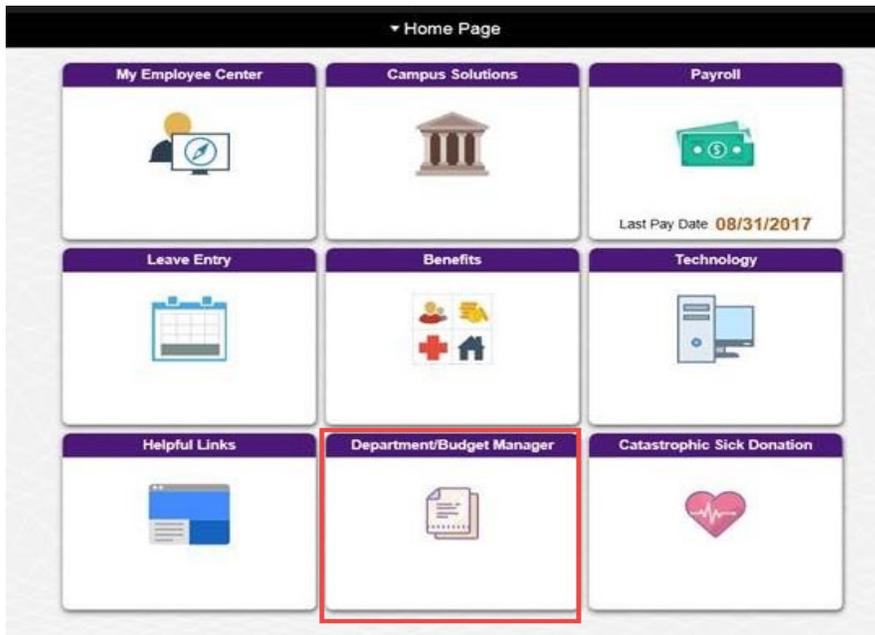
Table of Contents.....	i
How to Login to Frog eFinance.....	3
Financial Reports.....	4
Choosing a Report.....	4
Run Control ID.....	5
Selecting a Report.....	6
Monthly Financial Statement.....	6
Fund Report.....	11
Sample Fund Report:.....	13
Project Report.....	13
Budget Review Report.....	16
Multiple Financial Reports.....	19
Choosing a Report.....	19
Run Control ID.....	19
Monthly Financial Statement- Multiple.....	21
Fund Report- Multiple.....	27
Project Report- Multiple.....	30
Budget Review Report- Multiple.....	34
Report Manager.....	38
Drilldown.....	39
Drilldown Shortcut.....	41
Pre-delivered Reports.....	44
Accessing Pre-delivered Reports.....	44
Choosing a Report.....	46
Using the Reports.....	53
Setup Issues and Troubleshooting Problems.....	54
For assistance with any of the following issues, call the HELP Desk at 6855 or email help@tcu.edu	54
Web Browser.....	54
Installing the Drilldown in Excel 2010/2013.....	54
Popup Blockers.....	58
Spyware.....	59
Trusted Sites.....	59
TCU Valid Revenue and Expense Accounts.....	60
TCU Financial Services – How to Use Funds.....	66
1.Unrestricted Operating Fund.....	66
2.Unrestricted Discretionary Funds.....	67
3.Unrestricted Research Funds.....	68
4.Endowment Funds.....	69
5.Annuity Funds.....	70
6.Restricted Plant Funds.....	71
7.Restricted Gift Funds.....	72

8.Research Grant Funds.....	73
9.Agency Funds.....	74

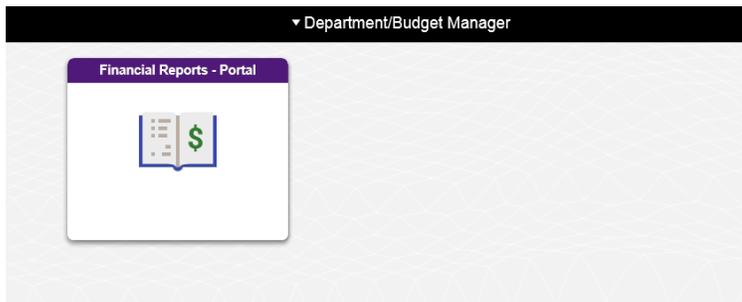
How to Login to Frog eFinance

Financials reports can be accessed through the *my.TCU.edu* portal.

- Open the web browser and go to <http://my.tcu.edu>.
- Login with your TCU Network Username and Password.
- The Department/Budget Manager links are now accessed from an icon-based menu under the heading Department/Budget Manager.
- Select **Department/Budget Manager**.



- Select **Financial Reports - Portal**.



← Department/Budget Manager
TCU Financial Reports

Financial Reporting

Delivered Reports

Financial Reports

Mult. Financial Reports

Budget Review

Mult. Budget Review

Prepare Budget

Budget Carryover

Report Manager
Process Monitor

Financial Reports
Used to review Monthly Financial Statements, Fund Reports, and Project Reports

Financial Reports - Multiple
Used to review multiple Monthly Financial Statements, Fund Reports, and Project Reports

Prepare Budget WorkSheet
Used to submit Dept budgets in the annual Budget Process.

[Financial Reporting Training Manual](#)

Budget Review Report
Used to review current status of Unrestricted Operating Budgets and proposed future Budgets.

Budget Review Report - Multiple
Used to review current status of multiple Unrestricted Operating Budgets and proposed future Budgets

Review Budget Carryover
Used to review details of prior fiscal year's Unrestricted Operating Budget Carryover.

The entire training manual is available online via the link found at the bottom of the Financial Reporting Homepage. Applicable sections of the training manual also are available online via the documentation links found at the bottom of the various report pages.

Financial Reports

Choosing a Report

From the TCU Financial Reporting Home page, choose a report to run:

- Financial Reports includes three reports: Monthly Financial Statement, Fund Report, and Project Report.
- Budget Review Report compares budgeted and actual income and expense amounts for the fiscal year.
- Prepare Budget Worksheet is only used once per year, during the budget preparation process.
- Review Budget Carryover is used once per year, during the preliminary budget carryover preparation process. It may be referenced throughout the year to review the prior year's budget carryover calculation.

Run Control ID

A Run Control ID must be created or selected before running a report.

Add a Run Control ID

When running the **first report**, you must add a Run Control ID.

- Click the “Add a New Value” tab.
- Enter your network username in the Run Control ID box.
- Click the Add button.

TCU Financial Reports

Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

Selecting a Run Control ID

After a Run Control ID has been added, simply hit the Enter key to go to the report parameters window. If more than one Run Control ID exists, you will be prompted to select from a list of Search Results.

TCU Financial Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Run Control ID:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

<u>Run Control ID</u>
1
TEST
mult

[Find an Existing Value](#) | [Add a New Value](#)

Selecting a Report

To select the report type, click the “magnifying glass” button at the Report box and select Fund Reports, Monthly Financial Statements, or Project Reports from the resulting list.

Monthly Financial Statement

The MFS report reflects actual and budgeted income and expense amounts by month for a specified department for the fiscal year. The MFS report can be used to track revenues and expenses by month.

MFS Report Parameters:

- **Report** – The default is MFS.
- **As of Date** – The date automatically defaults to the last day of the previous month or you may enter the date of your choosing.
- **Detail Activity Only** - Use to view details of a single department.
- **Rolled Up Activity** – Use to view a summary of multiple departments rolled up into one report.
- **Include Medical School** – Will be available when the Business Unit field is TCU and the Rolled Up Activity button is selected (see Example 2 below).
- **Business Unit** – TCU, MED01 or Brite
- **Department** – Enter the appropriate department code or select from list by clicking the “magnifying glass” button at the Report box. The list will display only those departments for which you have the applicable security access.
- **Fund Code** – Not required for MFS report. Enter 11000 for the TCU General Fund, 10400 for Medical School General Fund, or leave blank to include all applicable funds. (If Fund Code is entered, the report will show the income and expenses related only to the specific Fund Code and department selected.)
- **Project** – Not required for MFS report. Leave blank or enter a Project Code for specific project information based on the department and fund selected.

***Note: The MFS Report is generally used for Fund 11000 (TCU) and 10400 (Medical School) and budgeted Endowment Funds. Details for other Funds and Projects generally should be viewed using the Fund Report or Project Report.*

Example 1:

Financial Reports

Run Control ID 1 Report Manager Process Monitor **Run**

Date Parameters

Report: MFS Monthly Financial Statements
As of Date: 07/31/2016 Detail Activity Only Rolled Up Activity

Chartfield Parameters

Business Unit: TCU Texas Christian University
Department: 22200
Fund Code:
Project:

[MFS Documentation](#) [Fund Documentation](#) [Project Documentation](#) [Back to TCU Financials Home](#)

Example 2:

Financial Reports

Run Control ID 1 Report Manager Process Monitor **Run**

Date Parameters

Report: MFS Monthly Financial Statements
As of Date: 07/31/2016 Detail Activity Only Rolled Up Activity Include Medical School

Chartfield Parameters

Business Unit: TCU Texas Christian University
Department: 22200 Financial Services
Fund Code:
Project:

[MFS Documentation](#) [Fund Documentation](#) [Project Documentation](#) [Back to TCU Financials Home](#)

After entering the desired parameters, click the **Run** button in the upper right corner.

Process Scheduler Request

Process Scheduler Request

User ID: HSANCHEZ Run Control ID: 1

Server Name: Run Date: 

Recurrence: Run Time:

Time Zone:  Central Time (US)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	nVision Report Book	RPTBOOK	nVision-ReportBook	Window	XLS	Distribution

Under the Process List, select:

- Type: **Window**
- Format: **XLS**
- Click the OK button in the lower left corner to view the report.
- After running the report, the file will open in Excel.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager.

Sample MFS Report:

Monthly Financial Statement Through April												Fiscal Year:		
Department: 10001 MFS Report Sample												Business Unit:		
Report As Of Date: 04/30/2003														
Report Run Time: 05/09/03 at 9:34 AM														
ACTUALS												BUDGETS	FORECAST	BUDGETS
ACCT	ACTUALS JUN-NOV	ACTUALS DECEMBER	ACTUALS JANUARY	ACTUALS FEBRUARY	ACTUALS MARCH	ACTUALS APRIL	ACTUALS YTD 2003	BUDGETS MAY	2003	2003				
9	SOURCE / INCOME													
10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
15	0.00	0.00	(3.97)	0.00	0.00	0.00	(3.97)	0.00	0.00	(3.97)	0.00			
20	(893,144.85)	(125,431.92)	1,475.91	110.67	0.00	0.00	(1,016,990.19)	(104,291.67)	(1,121,281.86)	(1,251,500.00)	0.00			
21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
24	(893,144.85)	(125,431.92)	1,471.94	110.67	0.00	0.00	(1,016,994.16)	(104,291.67)	(1,121,285.83)	(1,251,500.00)	0.00			
26	USE / EXPENSES													
34	535,357.57	76,902.76	18,396.16	0.00	0.00	20.00	630,676.49	79,271.17	709,947.66	951,254.00	0.00			
35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
36														
41	8,557.22	2,369.45	4,505.40	50.00	0.00	0.00	15,482.07	3,625.00	19,107.07	43,500.00	0.00			
60	115,656.36	29,710.36	39,999.66	3,387.70	0.00	0.00	194,754.08	22,016.66	216,770.74	264,200.00	0.00			
61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
63	107.50	0.00	0.00	0.00	0.00	0.00	107.50	83.33	190.83	1,000.00	0.00			
65	2,821.66	0.00	28.17	6,775.00	0.00	0.00	9,624.83	1,500.00	11,124.83	18,000.00	0.00			
66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
69														
70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
72														
74	662,500.31	108,982.57	62,929.39	16,212.70	0.00	20.00	850,644.97	106,496.16	957,141.13	1,277,954.00	0.00			
76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,997.17	0.00			
77	Total Budgeted Expenses											1,281,951.17		
78														
79	230,644.54	16,449.35	(64,401.33)	(16,323.37)	0.00	(20.00)	166,349.19	(2,204.49)	164,144.70	(30,451.17)	0.00			
80														
81														
83														
84														
85														
86														
87														
88														

Click on the “plus signs” to expand the list of income and expense accounts.

36							
+	37	Travel	6220	4,573.74	0.00	2,167.65	0.00
+	38	Meals	6240	150.00	0.00	1,194.75	50.00
+	39	Entertainment	6260	109.11	654.45	0.00	0.00
+	40	Training / Workshops	6270	3,724.37	1,715.00	1,143.00	0.00
+	41	Travel / Entertainment		8,557.22	2,369.45	4,505.40	50.00
+	60	Other Operating		115,656.36	29,710.36	39,999.66	3,387.70
+	61	Insurance / Tax / Utils		0.00	0.00	0.00	0.00
+	63	Repairs / Renovations		107.50	0.00	0.00	0.00

Fund Report

The Fund Report reflects the beginning balance, income, and expenses for a specified fund code for the current and previous fiscal year.

To create a Fund Report, click on the “magnifying glass” button at the Report box. Then choose **Fund Reports** from the list.

Select one of the following values:

FUND	Fund Reports
MFS	Monthly Financial Statements
PROJ	Project Reports

Cancel

Financial Reports

Run Control ID 1 Report Manager Process Monitor [Run](#)

Date Parameters

Report:  Fund Reports

As of Date:  Detail Activity Only Rolled Up Activity

Chartfield Parameters

Business Unit:  Texas Christian University

Department:

Fund Code: 

Project: 

[MFS Documentation](#) [Fund Documentation](#) [Project Documentation](#) [Back to TCU Financials Home](#)

Fund Report Parameters:

- **Report** – Fund
- **As of Date** – The date automatically defaults to the current date or you may enter the date of your choosing.
- **Business Unit** – TCU, MED01 or Brite
- **Department** – Not applicable for Fund report. Fund reports reflect amounts for all applicable departments for which the user has security access.
- **Fund Code** – Enter the appropriate Fund code.
- **Project** – Not required for Fund report. Leave blank or enter a Project Code to get specific information for a certain project.

***Note: The Fund Report should not be used for budgeted Endowment Funds. It should be used for Restricted Gift Funds and Agency Funds, as well as some Unrestricted Discretionary Funds.*

After entering the desired parameters, click the Run button in the upper right corner.

Process Scheduler Request

Under the Process List, select:

- Type: **Window**
- Format: **XLS**
- Click the OK button in the lower left corner to view the report.
- After running the report, the file will open in Excel.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager.

Sample Fund Report:

1	2	B	C	D	F	G	H	I
	2		Report Run Time: 05/07/03 8:50AM	Fund Balance Report				
	3		Report As Of Date: 2003-05-07	0.00	30003	Fund Report Sample		
	4						Business Unit:	TCU
	5	Account		2002 ACTUALS		2003 ACTUALS		
	6							
	7		BEGIN BALANCE	(302,203.83)		(364,953.34)		
	8							
	9	4204	Grants/Contr: Private	(505,346.72)		(448,183.34)		
	10		Fund Income	(505,346.72)		(448,183.34)		
	11							
	12	6101	Exempt Staff Salaries	132,095.25		100,383.59		
	13	6104	Student Salaries	14,087.45		10,508.63		
	14	6110	Additional Pay	45,257.48		11,829.00		
	15	6111	Additional Pay-Single Payment	0.00		50,684.48		
	16	6115	Graduate Stipend	45,631.38		36,585.73		
	17	6120	Temporary Personnel	3,991.75		570.00		
	18	6151	Fringe Benefits	23,493.32		21,182.19		
	19	6220	Travel	5,377.19		5,728.94		
	20	6340	Equipment	70,947.86		20,000.00		
	21	6341	Computer Equipment/Software	0.00		6,150.16		
	22	6390	Publications	1,138.00		1,842.20		
	23	6430	Supplies	5,513.06		1,747.60		
	24	6437	Research-Project Supplies	95,064.47		53,807.01		
	25	6445	Other Expense	0.00		2,938.59		
	26	6505	Repairs	0.00		777.30		
	27		Fund Expenses	442,597.21		324,735.42		
	28							
	29		Fund Net	(62,749.51)		(123,447.92)		
	30							
	31		Fund Balance Adjustments	0.00		0.00		
	32							
	33		END BALANCE	(364,953.34)		(488,401.26)		
	34							

Project Report

The Project Report reflects the cumulative budget, actual, and remaining balance amounts for income and expense accounts for a specified project code.

To create a Project Report, click on the “magnifying glass” button at the Report box. Then choose **Project Reports** from the list.

Select one of the following values:

FUND	Fund Reports
MFS	Monthly Financial Statements
PROJ	Project Reports

Cancel

Project Report Parameters:

- **Report** – Project
- **As of Date** – The date automatically defaults to the current date or you may enter the date of your choosing.
- **Business Unit** – TCU, MED01 or Brite
- **Department** – Not applicable for Project report.
- **Fund Code** – Not applicable for Project report.
- **Project** – Enter the appropriate Project code.

***Note: The Project Report is used primarily for Research Grant Funds.*

After entering the desired parameters, click the Run button in the upper right corner.

Financial Reports

Run Control ID 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Date Parameters

Report: PROJ Project Reports
As of Date: 08/24/2016 Detail Activity Only Rolled Up Activity

Chartfield Parameters

Business Unit: TCU Texas Christian University
Department:
Fund Code:
Project:

[MFS Documentation](#) [Fund Documentation](#) [Project Documentation](#) [Back to TCU Financials Home](#)

Process Scheduler Request

Under the Process List, select:

- Type: **Window**
- Format: **XLS**

- Click the OK button in the lower left corner to view the report.
- After running the report, the file will open in Excel.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager.

Sample Project Report:

1	2	B	C	D	E	F	G	H	I
	2		Report Run Time: 05/07/03 8:29AM	Project Financial Report					
	3		Report As Of Date: 2003-05-07	Project:	20002	Project Report Sample	Fiscal Year:	2003	
	4						Business Unit:	TCU	
	5	Account		BUDGETS	ACTUALS	BALANCE			
	6								
	7	4202	Grants/Contr: Fed	(436,437.96)	(304,978.31)	(131,459.65)			
	8		Project Income	(436,437.96)	(304,978.31)	(131,459.65)			
	9								
	10	6101	Exempt Staff Salaries	146,148.00	57,567.22	88,580.78			
	11	6104	Student Salaries	16,518.96	12,648.05	3,870.91			
	12	6105	Non-exempt Staff Salaries	42,836.04	14,867.04	27,969.00			
	13	6120	Temporary Personnel	0.00	43,523.74	(43,523.74)			
	14	6151	Fringe Benefits	41,390.04	22,166.59	19,223.45			
	15	6210	Student Travel	19,677.96	18,323.76	1,354.20			
	16	6220	Travel	5,097.96	7,023.43	(1,925.47)			
	17	6240	Meals	0.00	14,843.36	(14,843.36)			
	18	6260	Entertainment	5,520.00	11,561.16	(6,041.16)			
	19	6330	Dues & Subscriptions	0.00	62.89	(62.89)			
	20	6340	Equipment	63.96	2,598.02	(2,534.06)			
	21	6341	Computer Equipment/Software	0.00	2,783.14	(2,783.14)			
	22	6342	Maintenance Agreements	0.00	1,259.33	(1,259.33)			
	23	6345	Food Services	64,800.00	24,708.15	40,091.85			
	24	6360	Mail Services	444.00	213.83	230.17			
	25	6365	Printing Services	0.00	1,591.44	(1,591.44)			
	26	6370	Postage	0.00	74.00	(74.00)			
	27	6380	Printing & Copying	1,599.96	4,000.00	(2,400.04)			
	28	6430	Supplies	11,139.96	6,751.03	4,388.93			
	29	6440	University Store Charge	3,000.00	1,653.49	1,346.51			
	30	6451	Insurance	2,600.04	1,350.00	1,250.04			
	31	6485	Utilities - Cellular / Mobile	0.00	253.52	(253.52)			
	32	6603	Other Professional Fees	0.00	11,083.00	(11,083.00)			
	33	6604	Special Services	0.00	2,147.50	(2,147.50)			
	34	6701	Financial Aid Expense	7,650.00	16,950.00	(9,300.00)			
	35	6720	Stipends-Restricted	44,268.00	28,753.78	15,514.22			
	36	6810	Indirect Cost	23,682.96	17,334.08	6,348.88			
	37		Project Expenses	436,437.84	326,091.55	110,346.29			
	38								
	39		Project Net	(9.12)	21,113.24	(21,113.36)			
	40								
	41								

Budget Review Report

The Budget Review Report reflects budgeted and actual income and expense amounts for the fiscal year.

To create a report:

- Start at the Financial Reporting Homepage.
- Click on Budget Review Report.
- Select a Run Control ID.
- Enter the parameters for the report.

Budget Review Report Parameters:

- **As of Date** – The date automatically defaults to the current date or you may enter the date of your choosing.
- **Business Unit** – TCU, MED01 or Brite
- **Detail Activity Only** - Use to view details of a single department.
- **Rolled Up Activity** – Use to view a summary of multiple departments rolled up into one report.
- **Include Medical School** – Will be available when the Business Unit field is TCU and the Rolled Up Activity button is selected (see Example 2 below).
- **Budget Department** – Enter the appropriate department code or select from list by clicking the “magnifying glass” button at the Report box. The list will display only those departments for which you have the applicable security access.
- **Fund Code** – Enter 11000 for the TCU General Fund, 10400 for Medical School General Fund or leave blank to include all applicable funds. (If Fund Code is entered, the report will reflect the income and expenses related only to the specific Fund Code and department selected.)

***Note: The Budget Review Report is generally used for Fund 11000 (TCU), 10400 (Medical School) and budgeted Endowment Funds.*

After entering the desired parameters, click the Run button in the upper right corner.

Example 1:

[Review Report](#)

Run Control ID 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Enter the Department Code to Report On

As of Date: 08/25/2016 

Business Unit: TCU 

Budget Department: 

Fund Code: 11000  TCU General

Detail Activity Only
 Rolled Up Activity

[Budget Review Documentation](#) [Back to TCU Financials Home](#)

Example 2:

[Review Report](#)

Run Control ID 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Enter the Department Code to Report On

As of Date: 08/25/2016 

Business Unit: TCU 

Budget Department: 

Fund Code: 11000  TCU General

Detail Activity Only
 Rolled Up Activity
 Include Medical School

[Budget Review Documentation](#) [Back to TCU Financials Home](#)

Process Scheduler Request

Under the Process List, select:

- Type: **Window**
- Format: **XLS**
- Click the OK button in the lower left corner to view the report.
- After running the report, the file will open in Excel.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager.

Sample Budget Review Report:

		Budget Review Report				Fiscal Year: 2003	
Report As Of Date		Department: 20002 Budget Review Report Sample				Business Unit: TCU	
05/13/2003		Budget Information For This Department Only				Fund: 11000	
Report Run Date:							
05/13/03 at 3:11 PM							
Account Number	Description	2003 Current Year Budget	2003 Year-to-Date Actuals	2004 Fiscal Year Budget: Budget1	2004 Fiscal Year Budget: Budget2		
28 6340	Equipment	\$3,000.00	\$235.00	\$0.00	\$0.00		
29 6341	Computer Equipment/Software	\$10,000.00	\$513.00	\$0.00	\$0.00		
30 6342	Maintenance Agreements	\$3,000.00	\$2,429.00	\$0.00	\$0.00		
31 6343	Rental Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00		
32 6360	Mail Services	\$48,000.00	\$31,061.38	\$0.00	\$0.00		
33 6365	Printing Services	\$3,000.00	\$1,479.05	\$0.00	\$0.00		
34 6368	Access Code Copies	\$0.00	\$29.13	\$0.00	\$0.00		
35 6380	Printing & Copying	\$8,000.00	\$8,054.84	\$0.00	\$0.00		
36 6390	Publications	\$4,200.00	\$70.10	\$0.00	\$0.00		
37 6409	Rent	\$5,000.00	\$4,896.00	\$0.00	\$0.00		
38 6410	Services	\$145,000.00	\$122,328.97	\$0.00	\$0.00		
39 6430	Supplies	\$30,000.00	\$8,495.69	\$0.00	\$0.00		
40 6440	University Store Charge	\$500.00	\$76.37	\$0.00	\$0.00		
41 6445	Other Expense	\$0.00	\$12,110.74	\$0.00	\$0.00		
42 6449	Cash Over/Short	\$0.00	\$246.21	\$0.00	\$0.00		
43 6505	Repairs	\$1,000.00	\$107.50	\$0.00	\$0.00		
44 6603	Other Professional Fees	\$18,000.00	\$9,624.83	\$0.00	\$0.00		
45	Department Expenses	1,277,954.00	848,910.22	0.00	0.00		
46	Net Source / (Use)	\$26,454.00	(\$166,392.19)	\$0.00	\$0.00		

Multiple Financial Reports

Choosing a Report

From the TCU Financial Reporting Home page, choose a report to run:

- Financial Reports – Multiple: includes three report options: **Monthly Financial Statement, Fund Report, and Project Report**. Multiple reports can be generated simultaneously in the report manager for multiple departments, funds, or projects.
- Budget Review Report – Multiple: compares budgeted and actual income and expense amounts for the fiscal year. Multiple reports can be generated simultaneously in the report manager for multiple departments and related funds.

TCU Financial Reporting Home [Report Manager Process Monitor](#)

 Financial Reports Used to review Monthly Financial Statements, Fund Reports, and Project Reports	 Budget Review Report Used to review current status of Unrestricted Operating Budgets and proposed future Budgets.
 Financial Reports - Multiple Used to review multiple Monthly Financial Statements, Fund Reports, and Project Reports	 Budget Review Report - Multiple Used to review current status of multiple Unrestricted Operating Budgets and proposed future Budgets
 Prepare Budget WorkSheet Used to submit Dept budgets in the annual Budget Process.	 Review Budget Carryover Used to review details of prior fiscal year's Unrestricted Operating Budget Carryover.

[Financial Reporting Training Manual](#)

Run Control ID

A **new** Run Control ID must be created before running a multiple report.

Add a Run Control ID

When running ***any multiple report***, **you must add a new Run Control ID (first time only)**.

- Click the “Add a New Value” tab.
- Enter your network username with “multiple” appended (or any name you wish to use) in the Run Control ID box. No spaces are allowed in the run control name.
- Click the Add button.



The screenshot shows a web interface titled "TCU Multiple Financial Reports". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs is a text input field labeled "Run Control ID:" containing the text "HSANCHEZ_MULT". Below the input field is a button labeled "Add".

- Enter specific departments, funds, or projects that you want to be associated with each particular run control.

Please note that the specific run control used for any Multiple Report will save your specified parameters. For instance, if you specify several departments for a specific run control, save your run control, and decide later to run the same report again, those department values will be listed in your run control without the need to add them again. That's why it is important to create a separate run control for Multiple Reports.

Selecting a Report

To select the report type, click the “magnifying glass” button at the Report box and select Fund Reports, Monthly Financial Statements, or Project Reports from the resulting list.

Monthly Financial Statement- Multiple

The MFS report reflects actual and budgeted income and expense amounts by month for a specified department for the fiscal year. The MFS report can be used to track revenues and expenses by month.

The reporting functionality is flexible. For instance, you may wish to report on multiple Departments for one Fund or multiple Funds for one Department or multiple Departments and multiple related Funds. If multiple independent values are selected, multiple independent reports will be created. For example, if two Departments are selected, two separate MFS reports are simultaneously created, without the need to separately run reports for the two different Departments. In the example below, four individual reports will be produced simultaneously when the report is processed.

Additional Departments or Funds can be entered by clicking on the + button.

If no Fund is specified, all Funds associated with the specified Department(s) will be included in the MFS report for each specified Department.

Run Multiple Financial Reports

Run Control ID MULTI1 Report Manager Process Monitor Run

Date Parameters

Report: Monthly Financial Statements
 As of Date: Detail Activity Only Rolled Up Activity

Chartfield Parameters

Business Unit: Texas Christian University

Departments Personalize | Find | | First 1-4 of 4 Last

Department	Description		
1 26550	IT Enterpr Application Service		
2 26540	IT - Technical Services		
3 26570	IT Purchasing		
4 26580	IT Printing Services		

Funds Personalize | Find | | First 1 of 1 Last

Fund Code	Description		
1 11000			

Projects Personalize | Find | | First 1 of 1 Last

Project	Description		
1			

[MFS Multiple Documentation](#) [Fund Multiple Documentation](#) [Project Multiple Documentation](#) [Back to TCU Financials Home](#)

MFS Report Parameters:

- **Report** – The default is MFS.
- **As of Date** – The date automatically defaults to the last day of the previous month or you may enter the date of your choosing.
- **Detail Activity Only** - Use to separately view details of each separately specified Department.
- **Rolled Up Activity** – Use to separately view details of each Department that rolls up to the specified rollup Department. The benefit of using the rollup Department is that you don't have to separately enter each Department associated with the rollup Department. Separate reports will be automatically generated for each department associated with the rollup Department.

Example:

Run Multiple Financial Reports

Run Control ID MULTI1 Report Manager Process Monitor Run

Date Parameters

Report: Monthly Financial Statements
As of Date: Detail Activity Only Rolled Up Activity
 Include Medical School

Chartfield Parameters

Business Unit: Texas Christian University

Departments Personalize | Find | | First 1 of 1 Last

Department	Description		
1 <input type="text" value="27100"/>	Campus Life Roll-Up	<input type="button" value="+"/>	<input type="button" value="-"/>

Funds Personalize | Find | | First 1 of 1 Last

Fund Code	Description		
1 <input type="text" value="11000"/>	TCU General	<input type="button" value="+"/>	<input type="button" value="-"/>

Projects Personalize | Find | | First 1 of 1 Last

Project	Description		
1 <input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

[MFS Multiple Documentation](#) [Fund Multiple Documentation](#) [Project Multiple Documentation](#) [Back to TCU Financials Home](#)

- **Include Medical School** – Will be available when the Business Unit field is TCU and the Rolled Up Activity button is selected.

Example:

Run Multiple Financial Reports

Run Control ID MULTI1 Report Manager Process Monitor Run

Date Parameters

Report: Monthly Financial Statements
As of Date:

Detail Activity Only **Rolled Up Activity**
 Include Medical School

Chartfield Parameters

Business Unit: Texas Christian University

Departments Personalize | Find | | First 1-4 of 4 Last

Department	Description		
1 <input type="text" value="26550"/>	IT Enterpr Application Service	<input type="button" value="+"/>	<input type="button" value="-"/>
2 <input type="text" value="26540"/>	IT - Technical Services	<input type="button" value="+"/>	<input type="button" value="-"/>
3 <input type="text" value="26570"/>	IT Purchasing	<input type="button" value="+"/>	<input type="button" value="-"/>
4 <input type="text" value="26580"/>	IT Printing Services	<input type="button" value="+"/>	<input type="button" value="-"/>

Funds Personalize | Find | | First 1 of 1 Last

Fund Code	Description		
1 <input type="text" value="11000"/>	TCU General	<input type="button" value="+"/>	<input type="button" value="-"/>

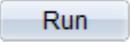
Projects Personalize | Find | | First 1 of 1 Last

Project	Description		
1 <input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

[MFS Multiple Documentation](#) [Fund Multiple Documentation](#) [Project Multiple Documentation](#) [Back to TCU Financials Home](#)

- **Business Unit** – TCU, MED01 or Brite
- **Department** – Enter the appropriate Department code or select from list by clicking the “magnifying glass” button at the Report box. The list will display only those Departments for which you have the applicable security access.
- **Fund Code** –Enter 11000 for the TCU General Fund, 10400 for Medical School General Fund, specify other Funds or leave blank to include all applicable Funds. (If Fund Code is entered, the report will show the income and expenses related only to the specific Fund Code and Department selected. If Fund Code is left blank, all Funds associated with the specified Department(s) will be included in the MFS report for each specified Department.)
- **Project** – Not required for MFS report. Leave blank or enter a Project Code for specific project information based on the department and fund selected.

***Note: The MFS Report is generally used for Fund 11000 (TCU), 10400 (Medical School) and budgeted Endowment Funds. Details for other Funds and Projects generally should be viewed using the Fund Report or Project Report.*

After entering the desired parameters, click the  button in the upper right corner.

Process Scheduler Request

Under the Process List, select:

- Type: **Web** (reports are stored in **Report Manager** for access)
- Format: **XLS**
- Click the OK button in the lower left corner to view the report.
- **After running the process, you will need to retrieve your report from the Report Manager.** The report will not automatically open to a window. Once retrieved from Report Manager, the file will open in Excel. See detailed instructions [here](#) for Report Manager.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager for 30 days.

Fund Report- Multiple

The Fund Report reflects the beginning balance, income, and expenses for a specified fund code for the current and previous fiscal year.

The reporting functionality is flexible. For instance, you may wish to report on multiple Funds for one Department or multiple Departments for one Fund or multiple Funds and multiple related Departments. If multiple independent values are selected, multiple independent reports will be created. For example, if two Funds are selected, two separate Fund reports are simultaneously created, without the need to separately run reports for the two different Funds. In the example below, five individual reports will be produced simultaneously when the report is processed.

Additional Funds or Departments can be entered by clicking on the + button.

If no Department is specified, all Departments associated with the specified Fund(s) and for which the user has PeopleSoft departmental security access will be included in the Fund report for each specified Fund.

To create a Fund Report, click on the “magnifying glass” button at the Report box. Then choose **Fund Reports** from the list.



Run Control ID mlangston_multi

Report Manager

Process Monitor

Run

Date Parameters

Report: FUND

Fund Reports

As of Date: 10/11/2017

 Detail Activity Only
 Rolled Up Activity

Chartfield Parameters

Business Unit: TCU Texas Christian University

Departments

Personalize | Find | First 1 of 1 Last

Department	Description		
1 50000	School Of Business Roll-Up	+	-

Funds

Personalize | Find | First 1-5 of 5 Last

Fund Code	Description		
1 30525	West,James/Eunice	+	-
2 30529	Lowdon Chr-Busines	+	-
3 30534	Tandy Amer Entr Cntr	+	-
4 30535	Carter Business-Mis	+	-
5 30536	Union Pacific Mis Endow	+	-

Projects

Personalize | Find | First 1 of 1 Last

Project	Description		
1		+	-

[MFS Multiple Documentation](#)
[Fund Multiple Documentation](#)
[Project Multiple Documentation](#)
[Back to TCU Financials Home](#)
Fund Report Parameters:

- **Report** – Fund
- **As of Date** – The date automatically defaults to the current date or you may enter the date of your choosing.
- **Business Unit** – TCU, MED01 or Brite
- **Department** – Enter the applicable Department(s) or leave blank to include all applicable Departments. (If Department is entered, the report will show the income and expenses related only to the specific Department(s) and Fund Code(s) selected. If Department is left blank, all Departments associated with the specified Fund(s) will be included in the Fund report for each specified Fund.) Fund reports reflect amounts only for Departments for which the user has security access.

- **Fund Code** – Enter the appropriate Fund code(s).
- **Project** – Not required for Fund report. Leave blank or enter a Project Code to get specific information for a certain project.

***Note: The Fund Report should not be used for budgeted Endowment Funds. It should be used for Restricted Gift Funds and Agency Funds, as well as some Unrestricted Discretionary Funds.*

After entering the desired parameters, click the Run button in the upper right corner.

Process Scheduler Request

Under the Process List, select:

- Type: **Web** (reports are stored in **Report Manager** for access)
- Format: **XLS**
- Click the OK button in the lower left corner to view the report.
- **After running the process, you will need to retrieve your report from the Report Manager.** The report will not automatically open to a window. Once retrieved from Report Manager, the file will open in Excel. See detailed instructions [here](#) for Report Manager.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager for 30 days.

Sample Fund Report:

1	2	B	C	D	F	G	H	I
	2		Report Run Time: 05/07/03 8:50AM	Fund Balance Report				
	3		Report As Of Date: 2003-05-07	0.00	30003	Fund Report Sample		
	4						Business Unit:	TCU
	5	Account		2002 ACTUALS		2003 ACTUALS		
	6							
	7		BEGIN BALANCE	(302,203.83)		(364,953.34)		
	8							
	9	4204	Grants/Contr: Private	(505,346.72)		(448,183.34)		
	10		Fund Income	(505,346.72)		(448,183.34)		
	11							
	12	6101	Exempt Staff Salaries	132,095.25		100,383.59		
	13	6104	Student Salaries	14,087.45		10,508.63		
	14	6110	Additional Pay	45,257.48		11,829.00		
	15	6111	Additional Pay-Single Payment	0.00		50,684.48		
	16	6115	Graduate Stipend	45,631.38		36,585.73		
	17	6120	Temporary Personnel	3,991.75		570.00		
	18	6151	Fringe Benefits	23,493.32		21,182.19		
	19	6220	Travel	5,377.19		5,728.94		
	20	6340	Equipment	70,947.86		20,000.00		
	21	6341	Computer Equipment/Software	0.00		6,150.16		
	22	6390	Publications	1,138.00		1,842.20		
	23	6430	Supplies	5,513.06		1,747.60		
	24	6437	Research-Project Supplies	95,064.47		53,807.01		
	25	6445	Other Expense	0.00		2,938.59		
	26	6505	Repairs	0.00		777.30		
	27		Fund Expenses	442,597.21		324,735.42		
	28							
	29		Fund Net	(62,749.51)		(123,447.92)		
	30							
	31		Fund Balance Adjustments	0.00		0.00		
	32							
	33		END BALANCE	(364,953.34)		(488,401.26)		
	34							

Project Report- Multiple

The Project Report reflects the cumulative budget, actual and remaining balance amounts for income and expense accounts for a specified project code.

The reporting functionality is flexible. For instance, you may wish to run multiple Project reports simultaneously. If multiple independent values are selected, multiple independent Project reports will be created. For example, if two Projects are selected, two separate Project reports are simultaneously created, without the need to separately run reports for the two different Projects. In the example below, four individual reports will be produced simultaneously when the report is processed.

Additional Projects can be entered by clicking on the + button.

To create a Project Report, click on the “magnifying glass” button at the Report box. Then choose **Project Reports** from the list.

Select one of the following values:

FUND	Fund Reports
MFS	Monthly Financial Statements
PROJ	Project Reports

Cancel

Project Report Parameters:

- **Report** – Project
- **As of Date** – The date automatically defaults to the current date or you may enter the date of your choosing.
- **Business Unit** – TCU, MED01 or Brite
- **Project** – Enter the appropriate Project code.

***Note: The Project Report is used primarily for Research Grant Funds.
Department and Fund are not applicable parameters for Project Reports.*

After entering the desired parameters, click the Run button in the upper right corner.

Run Control ID mlangston_multi

Report Manager

Process Monitor

Run

Date Parameters

Report: PROJ

Project Reports

As of Date: 10/11/2017

 Detail Activity Only
 Rolled Up Activity

Chartfield Parameters

Business Unit: TCU Texas Christian University

Projects

Personalize | Find |

First 1-4 of 4 Last

	Project	Description		
1	23191	Arts Council	+	-
2	23216	Caring for Family Caregivers	+	-
3	23219	Urban Journalism Workshop	+	-
4	23293	C-Change-Nursing Oncology	+	-

[MFS Multiple Documentation](#)
[Fund Multiple Documentation](#)
[Project Multiple Documentation](#)
[Back to TCU Financials Home](#)
Process Scheduler Request

Under the Process List, select:

- Type: **Web** (reports are stored in **Report Manager** for access)
- Format: **XLS**
- Click the OK button in the lower left corner to view the report.
- **After running the process, you will need to retrieve your report from the Report Manager.** The report will not automatically open to a window. Once retrieved from Report Manager, the file will open in Excel. See detailed instructions [here](#) for Report Manager.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager for 30 days.

Sample Project Report:

Account	BUDGETS	ACTUALS	BALANCE	
Report Run Time: 05/07/03 8:29AM				
Project Financial Report				
Report As Of Date: 2003-05-07		Project: 20002	Project Report Sample	Fiscal Year: 2003
			Business Unit: TCU	
4202	Grants/Contr: Fed	(436,437.96)	(304,978.31)	(131,459.65)
Project Income		(436,437.96)	(304,978.31)	(131,459.65)
6101	Exempt Staff Salaries	146,148.00	57,567.22	88,580.78
6104	Student Salaries	16,518.96	12,648.05	3,870.91
6105	Non-exempt Staff Salaries	42,836.04	14,867.04	27,969.00
6120	Temporary Personnel	0.00	43,523.74	(43,523.74)
6151	Fringe Benefits	41,390.04	22,166.59	19,223.45
6210	Student Travel	19,677.96	18,323.76	1,354.20
6220	Travel	5,097.96	7,023.43	(1,925.47)
6240	Meals	0.00	14,843.36	(14,843.36)
6260	Entertainment	5,520.00	11,561.16	(6,041.16)
6330	Dues & Subscriptions	0.00	62.89	(62.89)
6340	Equipment	63.96	2,598.02	(2,534.06)
6341	Computer Equipment/Software	0.00	2,783.14	(2,783.14)
6342	Maintenance Agreements	0.00	1,259.33	(1,259.33)
6345	Food Services	64,800.00	24,708.15	40,091.85
6360	Mail Services	444.00	213.83	230.17
6365	Printing Services	0.00	1,591.44	(1,591.44)
6370	Postage	0.00	74.00	(74.00)
6380	Printing & Copying	1,599.96	4,000.00	(2,400.04)
6430	Supplies	11,139.96	6,751.03	4,388.93
6440	University Store Charge	3,000.00	1,653.49	1,346.51
6451	Insurance	2,600.04	1,350.00	1,250.04
6485	Utilities - Cellular / Mobile	0.00	253.52	(253.52)
6603	Other Professional Fees	0.00	11,083.00	(11,083.00)
6604	Special Services	0.00	2,147.50	(2,147.50)
6701	Financial Aid Expense	7,650.00	16,950.00	(9,300.00)
6720	Stipends-Restricted	44,268.00	28,753.78	15,514.22
6810	Indirect Cost	23,682.96	17,334.08	6,348.88
Project Expenses		436,437.84	326,091.55	110,346.29
Project Net		(0.12)	21,113.24	(21,113.36)

Budget Review Report- Multiple

The Budget Review Report reflects budgeted and actual income and expense amounts for the fiscal year.

The reporting functionality is flexible. For instance, you may wish to report on multiple Departments for one Fund or multiple Funds for one Department or multiple Departments and multiple related Funds. If multiple independent values are selected, multiple independent reports will be created. For example, if two Departments are selected, two separate Budget Review reports are simultaneously created, without the need to separately run reports for the two different Departments. In the example below, three individual reports will be produced simultaneously when the report is processed.

Additional Departments or Funds can be entered by clicking on the + button.

If no Fund is specified, all Funds associated with the specified Department(s) will be included in the Budget Review report for each specified Department.

To create a report:

- Start at the Financial Reporting Homepage.
- Click on Budget Review Report - Multiple.
- Select a Run Control ID.
- Enter the parameters for the report.

Run Multiple Review Budget Rpt

Run Control ID: BR_MULT [Report Manager](#) [Process Monitor](#)

Enter the Department Code to Report On

As of Date:

Detail Activity Only
 Rolled Up Activity

Departments		Customize Find		First	1-3 of 3	Last
Budget Department	Description					
1 <input type="text" value="26550"/>	IT Enterpr Application Service					<input type="button" value="+"/> <input type="button" value="-"/>
2 <input type="text" value="26530"/>	IT - Customer Services					<input type="button" value="+"/> <input type="button" value="-"/>
3 <input type="text" value="26501"/>	IT Operational Departments					<input type="button" value="+"/> <input type="button" value="-"/>

Funds		Customize Find		First	1 of 1	Last
Fund Code	Description					
1 <input type="text"/>						<input type="button" value="+"/> <input type="button" value="-"/>

[Budget Review Multiple Documentation](#) [Back to TCU Financials Home](#)

Budget Review Report Parameters:

- **As of Date** – The date automatically defaults to the current date or you may enter the date of your choosing.
- **Detail Activity Only** - Use to separately view details of each separately specified Department.
- **Rolled Up Activity** – Use to separately view details of each Department that rolls up to the specified rollup Department. The benefit of using the rollup Department is that you don't have to separately enter each Department associated with the rollup Department. Separate reports will be automatically generated for each department associated with the rollup Department.
- **Budget Department** – Enter the appropriate Department code or select from list by clicking the “magnifying glass” button at the Report box. The list will display only those Departments for which you have the applicable security access.

- **Fund Code** – Enter 11000 for the TCU General Fund, 10400 for Medical School General Fund, specify other Funds, or leave blank to include all applicable Funds. (If Fund Code is entered, the report will reflect the income and expenses related only to the specific Fund Code and Department selected. If Fund Code is left blank, all Funds associated with the specified Department(s) will be included in the Budget Review report for each specified Department.)

***Note: The Budget Review Report is generally used for Fund 11000 (TCU), 10400 (Medical School) and budgeted Endowment Funds.*

After entering the desired parameters, click the Run button in the upper right corner.

Process Scheduler Request

Under the Process List, select:

- Type: **Web** (reports are stored in **Report Manager** for access)
- Format: **XLS**
- Click the OK button in the lower left corner to view the report.
- **After running the process, you will need to retrieve your report from the Report Manager.** The report will not automatically open to a window. Once retrieved from Report Manager, the file will open in Excel. See detailed instructions [here](#) for Report Manager.

To maximize the Excel Window:



- Click the maximize button in the top right corner of Excel.
- If the spreadsheet is still not visible, click the maximize button for the spreadsheet file.
- The report is automatically saved in Report Manager for 30 days.

Sample Budget Review Report:

Account Number	Description	2003 Current Year Budget	2003 Year-to-Date Actuals	2004 Fiscal Year Budget: Budget1	2004 Fiscal Year Budget: Budget2
28 6340	Equipment	\$3,000.00	\$235.00	\$0.00	\$0.00
29 6341	Computer Equipment/Software	\$10,000.00	\$513.00	\$0.00	\$0.00
30 6342	Maintenance Agreements	\$3,000.00	\$2,429.00	\$0.00	\$0.00
31 6343	Rental Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00
32 6360	Mail Services	\$48,000.00	\$31,061.38	\$0.00	\$0.00
33 6365	Printing Services	\$3,000.00	\$1,479.05	\$0.00	\$0.00
34 6368	Access Code Copies	\$0.00	\$29.13	\$0.00	\$0.00
35 6380	Printing & Copying	\$8,000.00	\$8,054.84	\$0.00	\$0.00
36 6390	Publications	\$4,200.00	\$710.10	\$0.00	\$0.00
37 6409	Rent	\$5,000.00	\$4,896.00	\$0.00	\$0.00
38 6410	Services	\$145,000.00	\$122,328.97	\$0.00	\$0.00
39 6430	Supplies	\$30,000.00	\$8,495.69	\$0.00	\$0.00
40 6440	University Store Charge	\$500.00	\$76.37	\$0.00	\$0.00
41 6445	Other Expense	\$0.00	\$12,110.74	\$0.00	\$0.00
42 6449	Cash Over/Short	\$0.00	\$246.21	\$0.00	\$0.00
43 6505	Repairs	\$1,000.00	\$107.50	\$0.00	\$0.00
44 6603	Other Professional Fees	\$18,000.00	\$3,624.83	\$0.00	\$0.00
45	Department Expenses	1,277,954.00	848,910.22	0.00	0.00
46	Net Source / (Use)	\$26,454.00	(\$166,392.19)	\$0.00	\$0.00

Report Manager

Reports and drilldowns are automatically saved in Report Manager. The Report Manager lists reports and drilldowns that were previously created, allowing the user to open a report or drilldown without reproducing it.

A link to the Report Manager is found at the top right corner of the report window. Selecting the link will produce a list of reports similar to the screen print below. A “Find” function is available to help search for a specific report. Also, this report list may be sorted by clicking on the appropriate column heading.

The screenshot shows the 'Report Manager' interface. At the top, there are navigation tabs: 'List', 'Explorer', 'Administration', and 'Archives'. Below these is a 'View Reports For' section with search filters: 'User ID', 'Type' (set to 'nVision-ReportBoo'), 'Last' (set to '1'), 'Days', 'Status', 'Folder', 'Instance', and 'to'. A 'Refresh' button is on the right. The main area is a 'Report List' table with columns: 'Select', 'Report ID', 'Prcs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains 7 rows of report data, all with a 'Posted' status and 'Microsoft Excel Files (*.xls)' format. The first row is 'Budget Carryover Report 72000 2012-11-16'.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4431977	978550	Budget Carryover Report 72000 2012-11-16	11/16/2012 2:13:12PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	4431971	978546	Budget Review Report 75800 2012-11-16	11/16/2012 1:54:03PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	4431968	978545	Monthly Financial Statement 75800 2012-10-31	11/16/2012 1:52:50PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	4431944	978537	Monthly Financial Statement 56050 2012-10-31	11/16/2012 1:42:30PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	4431941	978536	Monthly Financial Statement 56050 2012-10-31	11/16/2012 1:39:27PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	4431938	978534	Budget Review Report 26550 2012-05-31	11/16/2012 1:30:35PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	4431929	978532	Monthly Financial Statement 43000 2012-10-31	11/16/2012 1:27:56PM	Microsoft Excel Files (*.xls)	Posted	Details

To open a particular report, click the report Description link.

You can also access Report Manager directly by selecting the Report Manager link in the upper right corner of the Financial Reporting Homepage. In addition, most pages contain a link to Report Manager in the upper right corner.

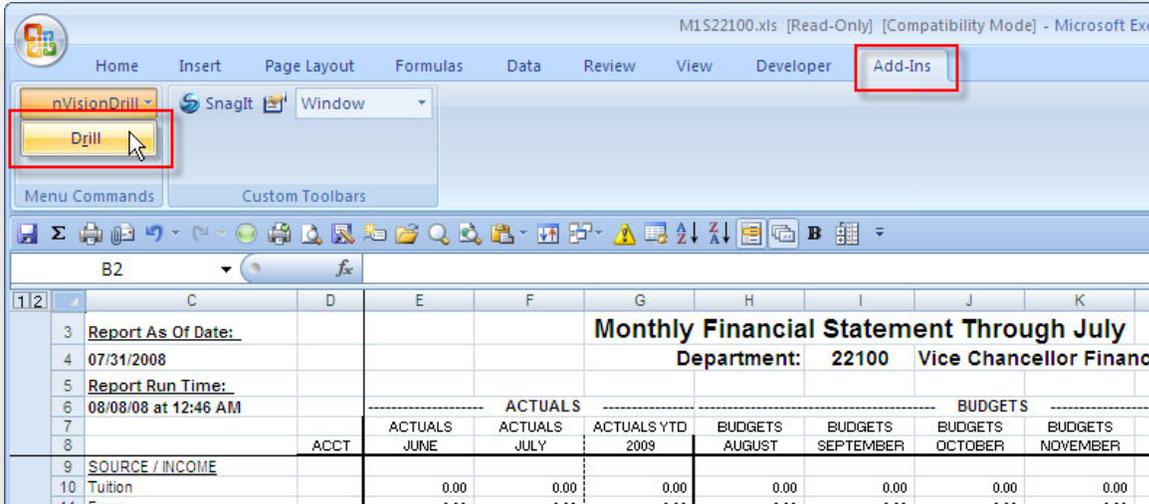
Reports are saved in Report Manager for 30 days.

Drilldown

The Drilldown function allows you to view the detail transactions for the amounts listed in a report. The most useful Drilldowns generally are Journal Lines and AP Detail. Drilldown is now located on the Excel 2010/2013 ribbon under the Add-Ins tab.

To Drilldown on an open report:

- Click once on the cell that contains the selected amount.
(Drilldowns can be used on total income and expense amounts, as well as individual amounts. You should generally drilldown on amounts in the Actuals column. Only certain drilldowns are available for amounts in the Budget column.)
- Choose the **Add-Ins** tab.
- Select **nVisionDrill**.
- Select **Drill**.
- Select the type of Drilldown to run by clicking the appropriate Run Drilldown button.
- The drilldown report will appear in Excel 2010/2013 after processing is complete.



Run Drilldown

Report Instance: 978574_4432078

Row: 16

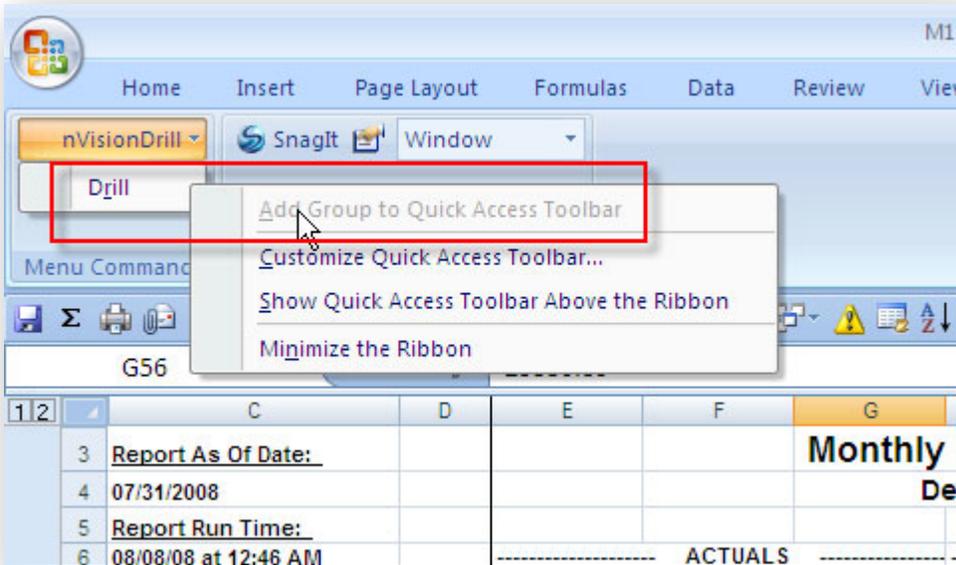
Column: 4

*Type:

Available Drilldown Layouts		
Customize Find First 1-18 of 18 Last		
Description	*Server Name	Run Drilldown
Journal Lines	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
AP Detail	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Account by Period	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Account by Department	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Account By Fund	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Account by Project	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Actual/Budget by Account	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Department by Period	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Department by Account	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Department by Fund	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Actual/Budget by Department	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Fund by Period	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Fund by Account	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Fund by Department	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>
Actual/Budget by Fund	PSNT <input type="text"/>	<input type="button" value="Run Drilldown"/>

Drilldown Shortcut

- For quick access to the Drilldown command, add Drilldown to the toolbar.
- Go to the **Add-Ins** Tab and right-click on the **Drill** command.
- Choose **Add Group to Quick Access Toolbar**.



To run a drilldown from the Quick Access Toolbar, simply click the  button on your quick access toolbar.

You can drill down further using the Journal Lines or AP Detail drilldowns on amounts in the other drilldowns.

Journal Lines example:

	B	C	D	E	F	G	H	I	J	K	L
2	Journal	Date	Line #	Acct	Fund	Dept	Project/ Grant	Monetary Amount	Journal Line Description		
3	0000020830	2002-06-30	153	6365	11000	20002		89.69	PRINTING SERVICE JOBS		
4	0000021326	2002-07-31	156	6365	11000	20002		410.59	PRINTING SERVICE JOBS		
5	0000021771	2002-08-31	177	6365	11000	20002		51.98	PRINTING SERVICE JOBS		
6	0000022215	2002-09-30	178	6365	11000	20002		237.13	PRINTING SERVICE JOBS		
7	0000022690	2002-10-31	169	6365	11000	20002		283.25	PRINTING SERVICE JOBS		
8	0000023054	2002-11-30	156	6365	11000	20002		214.88	PRINTING SERVICE JOBS		
9											
10								1,287.52			
11											

AP Detail example:

	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Payables Voucher Detail												
3													
4	AP Unit	Voucher	Account	Fund	Dept	Project	Amount	Description	Invoice #	Vendor ID	Vendor Name	Fiscal Yr	Acctg Date
5	TCU	00404670	6342	11000	20002		-895.02		95578449 10/02/04	0000003555	AT&T WIREL-001	2005	2004-11-02
6	TCU	00406634	6342	11000	20002		895.02		95578449 10/02/04	0000003555	AT&T WIREL-001	2005	2004-11-10
7	TCU	00412445	6341	11000	20002		52.00		V073235 10001	0000008135	MICROWAREH-001	2005	2004-12-09
8	TCU	00382737	6342	11000	20002		568.00	Verisign	075916	0000012761	*****	2005	2004-07-02
9	TCU	00385854	6220	11000	20002		35.32	Consulting	7/22/04 Reimb	0000012761	*****	2005	2004-07-27
10	TCU	00412289	6430	11000	20002		70.70		10/29/04 Reimb	0000005894	*****	2005	2004-12-08
11	TCU	00413706	6430	11000	20002		234.85		437315	0000009155	ROYER & S-001	2005	2004-12-15
12	TCU	00424585	6342	11000	20002		36.90		51386	0000000104	SW BELL TE-001	2005	2005-02-17
13	TCU	00398727	6342	11000	20002		64.94	less taxes 3.30	00000028129	0000000104	SW BELL TE-001	2005	2004-10-04
14	TCU	00406993	6430	11000	20002		301.18	Department supplies	192818518-001	0000009501	OFFICE DEP-001	2005	2004-11-12
15	TCU	00410215	6342	11000	20002		10,400.00		PS-62090	0000037355	INTNL NET-001	2005	2004-11-30
16	TCU	00412099	6342	11000	20002		312.06	DSL Service	12/1/05 Reimb	0000012507	*****	2005	2004-12-08
17													
18							Total	12,075.95					
19													

Other Drilldowns

There are many helpful drilldowns available from the nVisionDrill / Drill menu. When selecting the appropriate drilldown, the first word in the drilldown title represents the data that will appear in the rows of your drilldown. The second part of the drilldown title represents the data that will appear in the columns of your drilldown. For example, in the Account by Period Drilldown example below, the accounts are listed in the rows and the periods are listed in the columns.

Account by Period Example:

	B	C	D	E	F	G
2						
3		Breakdown by Account & Period				
4						
6	Account	Description		Jan 2005	Amount	
7	6390	Publications		158	158	
8	6410	Services		8,922	8,922	
9	6430	Supplies		308	308	
10	6603	Other Professional Fees		6,775	6,775	
11		Departmental Expense		16,163	16,163	
12						

Drilldowns on Project Reports

To drilldown on an amount in a Project Report, first select one of the drilldowns “by Period,” such as Account by Period. Then, select the amount in the appropriate month to perform additional drilldowns, such as the Journal Lines or AP Detail drilldowns. It is first necessary to select one of the drilldowns “by Period” since projects can span multiple fiscal years.

Multiple Drilldowns

The system allows you to run multiple drilldowns from the same report without closing previous drilldowns. For example, you can run a Journal Lines drilldown and then run an AP drilldown from the same report without first closing the Journal Lines Drilldown. The system will allow you to run subsequent drilldowns from the same report when the first drilldown is still open. Likewise, you can retrieve multiple drilldowns with the same report name from Report Manager.

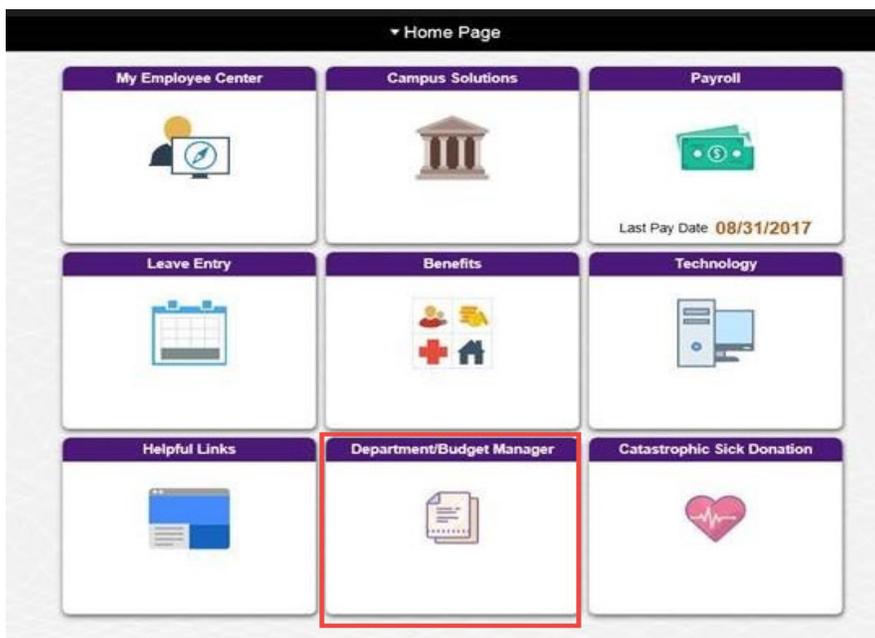
Pre-delivered Reports

Pre-delivered reports will be generated monthly (on approximately the 6th business day of the month) after each month-end close. Therefore, the data in the pre-delivered reports will not be subject to change since the reports are not generated until after the month-end close process is complete.

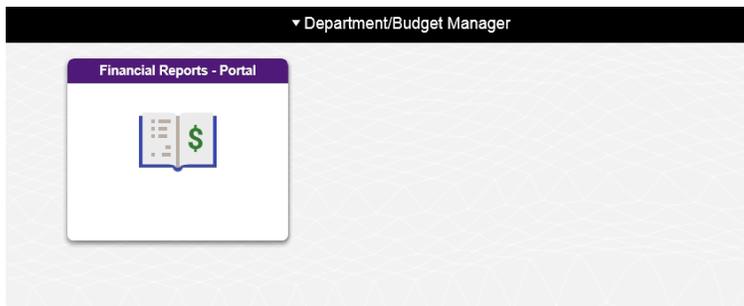
Accessing Pre-delivered Reports

Pre-delivered financial reports can be accessed through the **my.TCU.edu** portal.

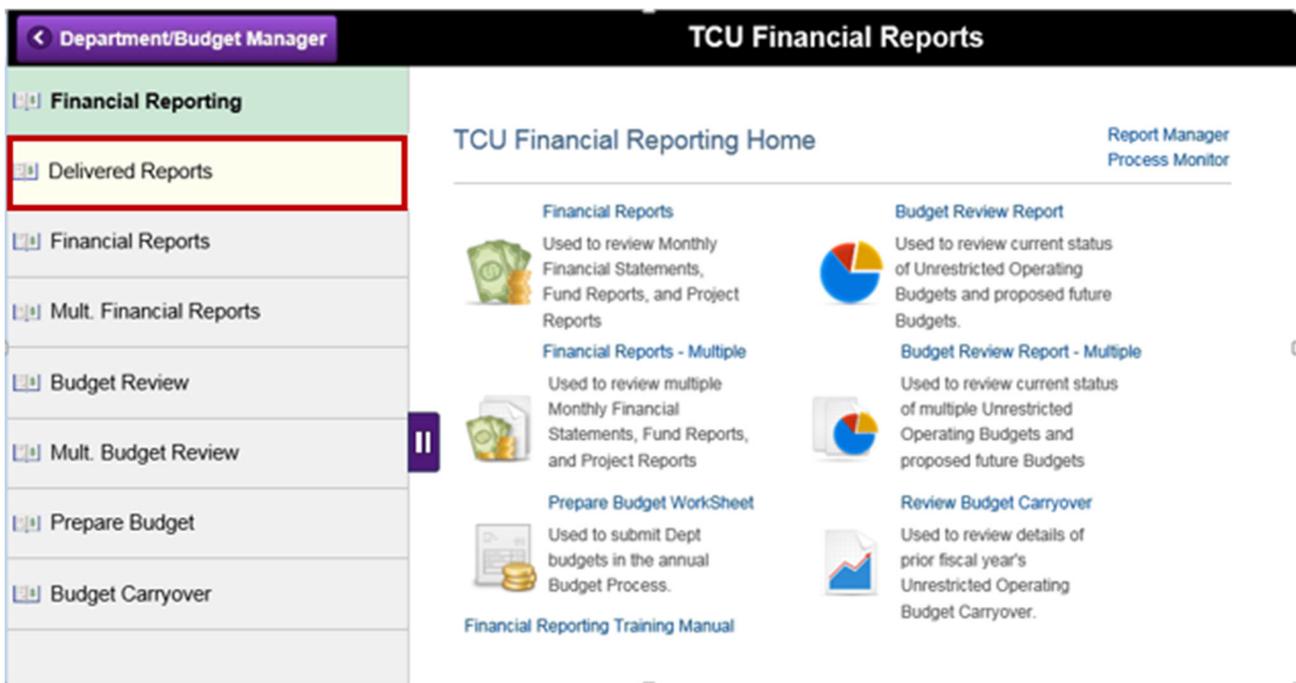
- Open the web browser and go to <http://my.tcu.edu>.
- Login with your TCU Network Username and Password.
- The Delivered Reports links are now accessed from an icon-based menu under the heading Department/Budget Manager.
- Select **Department/Budget Manager**.



- Select **Financial Reports - Portal**.



- Select **Delivered Reports** from the menu on the left side of the window.





Financial Reports

Select The Month And Department Of The Reports To View

Month:

Department:

[Delivered Reports Documentation](#)



Choosing a Report

From the Financial Reports page, select the month and department that you want to view. Click the Search button.



Financial Reports By Department

Department: 23120

Detail

- AP Voucher Status Report
- Budget Carryover Analysis
- Budget and Expenditure Analysis
- Budget Review Fund 11000
- Budget Review Report
- Budget and Exp Analysis Fund 11000
- Monthly Finl Stmt Fund 11000
- Monthly Financial Statement

Rollup

- Budget Carryover Analysis Rollup
- Budget and Expenditure Analysis Rollup
- Budget Review Rollup Fund 11000
- Budget Review Report Rollup
- Budget and Exp Analysis Rollup Fund 11000
- Monthly Finl Stmt Fund 11000 Rollup
- Monthly Financial Statement Rollup

Get Report

[Department Selection](#)



The Detail Reports for specific departments are listed on the left side of the window. The Rollup Reports are listed on the right side of the window.

Select the applicable report by clicking on the link for the report name.

The following pre-delivered reports are available:

Detail

AP Voucher Status Report
 Budget Review—Fund 11000
 Budget Review Report
 Monthly Fin. Stmt.—Fund 11000
 Monthly Financial Statement
 Budget & Expenditure Analysis
 Budget & Exp. Analysis—Fund 11000
 Budget Carryover Analysis

Rollup

Budget Review Rollup—Fund 11000
 Budget Review Report Rollup
 Monthly Fin. Stmt. Rollup—Fund 11000
 Monthly Financial Statement Rollup
 Budget & Expenditure Analysis Rollup
 Budget & Exp. Analysis Rollup—Fund 11000
 Budget Carryover Analysis Rollup

Note that most reports are available for Fund 11000 only or for all applicable funds used by the selected department.

The following briefly describes the pre-delivered report types:

- AP Voucher Status Report:** This report provides detail Accounts Payable information by month for the selected department. The report reflects the details for each voucher (invoice) paid by Accounts Payable and charged to the department during the selected month, including the Scheduled Pay Date for pending invoices. Questions regarding the information on this report should be directed to Accounts Payable, extension 5118.

	F	G	H	I	J	K	L	M	N	O	P	Q
2	Voucher Status Report											
3	For Department: 20002											
4	For Accounting Period and Year : April, 2003											
5	Report Date: 05/01/2003 at 11:31 AM											
6	Acct	Fund	Project	Payment Number	Voucher Status	Voucher ID	Line Description	Invoice #	Scheduled Pay Date	Accounting Date	Vendor Name	Line Amount
7	6220	11000		0000169507	PAID	00303873	College Station	4/9/03 Travel	2003-04-22	2003-04-22	Doe, Jane	240.42
8	6270	11000		0000167401	PAID	00300667	PS HEUG/Dallas	3/16/03 Reimb	2003-04-02	2003-04-02	Doe, Jane	523.41
9	6341	11000		0000168589	PAID	00300800	0000689034	V08850640001	2003-04-04	2003-04-04	Micro Warehouse	24.00
10	6345	11000		0000170623	PAID	00305100		073409	2003-04-29	2003-04-29	Sodexo Marriott Services	35.00
11	6410	11000		0000170668	PAID	00305431		95578514 4/03	2003-04-30	2003-04-30	AT&T Wireless Service	392.50
12	6410	11000		0000170669	PAID	00305432		95578522 4/03	2003-04-30	2003-04-30	AT&T Wireless Service	173.08
13	6430	11000		0000167873	PAID	00300368		52087	2003-04-02	2003-04-02	Royer and Schutts	991.36
14												
15	TOTAL											\$ 2,379.77
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												

- **Budget Review Report:** This report provides budgeted and actual income and expense amounts for the fiscal year for the selected department. It is an excellent report for comparing budget to actual information.

Account Number	Description	2003 Current Year Budget	2003 Year-to-Date Actuals	2004 Fiscal Year Budget: Budget1	2004 Fiscal Year Budget: Budget2
27 6339	Furniture	\$1,000.00	\$150.00	\$0.00	\$0.00
28 6340	Equipment	\$3,000.00	\$235.00	\$0.00	\$0.00
29 6341	Computer Equipment/Software	\$10,000.00	\$513.00	\$0.00	\$0.00
30 6342	Maintenance Agreements	\$3,000.00	\$2,429.00	\$0.00	\$0.00
31 6343	Rental Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00
32 6360	Mail Services	\$48,000.00	\$31,061.38	\$0.00	\$0.00
33 6365	Printing Services	\$3,000.00	\$1,479.05	\$0.00	\$0.00
34 6368	Access Code Copies	\$0.00	\$29.13	\$0.00	\$0.00
35 6380	Printing & Copying	\$8,000.00	\$8,054.84	\$0.00	\$0.00
36 6390	Publications	\$4,200.00	\$710.10	\$0.00	\$0.00
37 6409	Rent	\$5,000.00	\$4,896.00	\$0.00	\$0.00
38 6410	Services	\$145,000.00	\$122,328.97	\$0.00	\$0.00
39 6430	Supplies	\$30,000.00	\$8,495.69	\$0.00	\$0.00
40 6440	University Store Charge	\$500.00	\$76.37	\$0.00	\$0.00
41 6445	Other Expense	\$0.00	\$12,110.74	\$0.00	\$0.00
42 6449	Cash Over/Short	\$0.00	\$246.21	\$0.00	\$0.00
43 6505	Repairs	\$1,000.00	\$107.50	\$0.00	\$0.00
44 6603	Other Professional Fees	\$18,000.00	\$9,624.83	\$0.00	\$0.00
45	Department Expenses	<u>1,277,954.00</u>	<u>848,910.22</u>	<u>0.00</u>	<u>0.00</u>
46	Net Source / (Use)	<u>\$26,454.00</u>	<u>(\$166,392.19)</u>	<u>\$0.00</u>	<u>\$0.00</u>

- **Monthly Financial Statement:** This report reflects actual and budgeted income and expense amounts by month for the fiscal year for the selected department. The MFS report can be used to track revenues and expenses by month.

		Monthly Financial Statement Through April										Fiscal Year:	
		Department: 10001 MFS Report Sample										Business Unit:	
Report As Of Date: 04/30/2003													
Report Run Time: 05/09/03 at 9:34 AM													
		ACTUALS							BUDGETS	FORECAST	BUDGETS		
ACCT		ACTUALS JUN-NOV	ACTUALS DECEMBER	ACTUALS JANUARY	ACTUALS FEBRUARY	ACTUALS MARCH	ACTUALS APRIL	ACTUALS YTD 2003	BUDGETS MAY	2003	2003		
9	SOURCE / INCOME												
10	Tuition	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
11	Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
12	Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
13	Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
15	Investment Income	0.00	0.00	(3.97)	0.00	0.00	0.00	(3.97)	0.00	(3.97)	0.00		
20	Miscellaneous	(893,144.85)	(125,431.92)	1,475.91	110.67	0.00	0.00	(1,016,990.19)	(104,291.67)	(1,121,281.86)	(1,251,500.00)		
21	Athletics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
22	Recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
24	Department Income	(893,144.85)	(125,431.92)	1,471.94	110.67	0.00	0.00	(1,016,994.16)	(104,291.67)	(1,121,285.83)	(1,251,500.00)		
27	USE / EXPENSES												
34	Salaries	535,357.57	76,902.76	18,396.16	0.00	0.00	20.00	630,676.49	79,271.17	709,947.66	951,254.00		
35	Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
41	Travel / Entertainment	8,557.22	2,369.45	4,505.40	50.00	0.00	0.00	15,482.07	3,625.00	19,107.07	43,500.00		
60	Other Operating	115,656.36	29,710.36	39,999.66	9,387.70	0.00	0.00	194,754.08	22,016.66	216,770.74	264,200.00		
61	Insurance / Tax / Utils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
63	Repairs / Renovations	107.50	0.00	0.00	0.00	0.00	0.00	107.50	83.33	190.83	1,000.00		
65	Professional Fees	2,821.66	0.00	28.17	6,775.00	0.00	0.00	9,624.83	1,500.00	11,124.83	18,000.00		
66	Research Related	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
67	Financial Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
68	Loan Related	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
70	Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
71	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
74	Department Expenses	662,500.31	108,982.57	62,929.39	16,212.70	0.00	20.00	850,644.97	106,496.16	957,141.13	1,277,954.00		
76	Budget Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,997.17		
77	Total Budgeted Expenses										1,281,951.17		
79	Net Source / (Use)	230,644.54	16,449.35	(64,401.33)	(16,323.37)	0.00	(20.00)	166,349.19	(2,204.49)	164,144.70	(30,451.17)		

- **Budget Carryover Analysis:** This report reflects budgeted and actual amounts for the Fund 11000 expense accounts used in the year-end budget carryover calculations for the selected department. The report also presents a variance amount for each account, as well as the year-to-date percentage of actual expenses to budgeted expenses for each account.

Account Number		Description	2003 Budget	2003 YTD Actuals	Variance	Actual / Budgeted Percent
10	6102	Overtime Pay	-	1,073.58	(1,073.58)	-
11	6104	Student Salaries	44,999.96	14,490.53	30,509.43	32.20
12	6111	Additional Pay-Single Payment	-	495.00	(495.00)	-
13	6120	Temporary Personnel	-	366.00	(366.00)	-
14	6220	Travel	25,000.00	6,588.61	18,411.39	26.35
15	6230	Expense Allowance	-	458.35	(458.35)	-
16	6240	Meals	-	334.28	(334.28)	-
17	6270	Training / Workshops	21,000.00	15,471.57	5,528.43	73.67
18	6320	Computer Charges	-	15,320.00	(15,320.00)	-
19	6330	Dues & Subscriptions	1,000.00	98.00	902.00	9.80
20	6341	Computer Equipment/Software	83,200.00	7,531.21	75,668.79	9.05
21	6342	Maintenance Agreements	74,575.00	80,886.44	(6,313.44)	108.47
22	6345	Food Services	-	193.25	(193.25)	-
23	6360	Mail Services	-	85.70	(85.70)	-
24	6365	Printing Services	10,000.00	10,822.42	(822.42)	108.22
25	6390	Publications	5,000.00	137.85	4,862.15	2.76
26	6410	Services	24,000.00	21,576.96	2,423.04	89.90
27	6430	Supplies	3,500.00	9,758.26	(6,258.26)	278.81
28	6440	University Store Charge	-	704.59	(704.59)	-
29	6510	Renovations	4,500.00	-	4,500.00	-
30	6603	Other Professional Fees	-	3,492.50	(3,492.50)	-
31		Department Expenses	296,774.96	189,887.10	106,887.86	63.98

- **Budget and Expenditure Analysis:** This report presents both prior year and current year expense amounts for the selected department. The report also includes an “Encumbrance Amount” column that you can use to enter amounts for items that your department has ordered but for which the charge has not yet been recorded in PeopleSoft. Entering an amount in the “Encumbrance Amount” column automatically updates the amount in the “Current Year YTD Committed” column by adding the encumbrance amount to the amount in the “Current Year YTD Actuals” column. The report also presents current year-to-date and total annual budget amounts for each expense account. (The current year-to-date budget amount represents 1/12 of the annual budget amount multiplied by the number of months that have lapsed in the current fiscal year as of the month selected for the report.) The “Total Available Budget Balance” column represents the difference between the annual budget amount and the current year year-to-date committed amount. Therefore, this amount reflects budgeted expenses less actual expenses less encumbrances. The final column in the report represents the percentage of total budget spent. The percentage is calculated by dividing the current year-to-date committed amount (which includes encumbrances) by the total annual budget amount.

The Budget and Expenditure Analysis report is an excellent report for comparing current year expenditures to prior year expenditures as of the selected month. This allows you to compare expenses for the current fiscal year to expenses at the same point in the prior fiscal year. The report is also an excellent method for tracking encumbrances for goods or services that have been ordered but that have not yet been paid. The "Total Available Budget Balance" column provides a good depiction of the budget available to spend.

You can add amounts to the "Encumbrance Amounts" column on a daily basis as you order goods or services. However, *you need to remember to save the updated report* (to a network drive). For the report to remain accurate and useful, you will need to reconcile the amounts in the encumbrance column on a monthly basis. You can do this by verifying whether the encumbrance amounts have been charged to your department as expenses in the "Current Year YTD Actuals" column. If the amount has been recorded as an expense in the "Current Year YTD Actuals" column, you will need to remove it from the "Encumbrance Amounts" column.

Budget & Expenditure Analysis									
Through 04/30/2003									
For Department 20002									
Report Date: 05/14/03 at 4:03 PM									
Account Number / Rollup Name	Account / Rollup Description	Prior Year YTD Actuals	Current Year YTD Actuals	Encumbrance Amount	Current Year YTD Committed	Current Year YTD Budget	Total Annual Budget	Total Budget	
6101	Exempt Staff Salaries	447,081.08	410,735.92		410,735.92	498,025.00	543,300.00		
6102	Overtime Pay	14.63	1,073.58		1,073.58	-	-		
6104	Student Salaries	25,257.16	14,490.53		14,490.53	53,624.96	44,989.96		
6105	Non-exempt Staff Salaries	68,063.89	211,054.78		211,054.78	134,429.17	146,650.00		
6111	Additional Pay-Single Payment	-	495.00		495.00	-	-		
6120	Temporary Personnel	14,619.00	366.00		366.00	-	-		
COMPENSATION	Compensation	\$555,035.76	\$638,215.81		\$638,215.81	\$686,079.13	\$734,949.96		
6220	Travel	12,942.28	6,588.61		6,588.61	22,916.67	25,000.00		
6230	Expense Allowance	227.92	458.35		458.35	-	-		
6240	Meals	73.07	334.28		334.28	-	-		
6270	Training / Workshops	14,995.98	15,471.57		15,471.57	19,250.00	21,000.00		
6320	Computer Charges	57.95	15,320.00		15,320.00	-	-		
6330	Dues & Subscriptions	-	98.00		98.00	916.67	1,000.00		
6340	Equipment	1,710.00	-		-	-	-		
6341	Computer Equipment/Software	7,121.78	7,531.21		7,531.21	76,266.67	83,200.00		
6342	Maintenance Agreements	58,979.24	80,888.44		80,888.44	68,260.42	74,575.00		
6345	Food Services	-	193.25		193.25	-	-		
6360	Mail Services	4.10	85.70		85.70	-	-		
6365	Printing Services	11,54.00	10,822.42		10,822.42	9,166.67	10,000.00		
6390	Publications	-	137.85		137.85	4,583.33	5,000.00		
6410	Services	4,601.05	21,576.36		21,576.36	22,000.00	24,000.00		
6430	Supplies	2,897.10	9,758.28		9,758.28	3,208.33	3,500.00		
6440	University Store Charge	858.49	704.59		704.59	-	-		
6505	Repairs	224.85	-		-	-	-		
6510	Renovations	389.45	-		-	4,125.00	4,500.00		
6603	Other Professional Fees	-	3,492.50		3,492.50	-	-		
EPARTAMENTAL EXPE	Departmental Expense	\$116,227.26	\$173,461.99		\$173,461.99	\$230,793.76	\$251,775.00		
NON-OPERATION EXPI	Non-Operating Expense	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
TOTAL		\$671,263.02	\$811,677.80	\$0.00	\$811,677.80	\$916,872.89	\$986,724.96		

Using the Reports

You can drill down on amounts in the pre-delivered reports using the same drilldown functionality of the individually processed PeopleSoft reports. To drilldown on a selected amount:

- Click once on the cell that contains the selected amount.
(Drilldowns can be used on total income and expense amounts, as well as individual amounts. You should generally drilldown on amounts in the Actuals column. Only certain drilldowns are available for amounts in the Budget column.)
- Choose the **Add-Ins** tab.
- Select **nVisionDrill**.
- Select **Drill**.
- Select the type of Drilldown to run by clicking the appropriate Run Drilldown button.

Page 38 of this training manual provides further information about the various types of drilldowns.

Each pre-delivered report can be saved to a network drive and modified as desired. The original pre-delivered reports on the Web will remain unchanged. Pre-delivered reports will not be listed in your PeopleSoft Report Manager.

If you have any questions or problems, call the Help Desk at x6855.

Setup Issues and Troubleshooting Problems

For assistance with any of the following issues, call the HELP Desk at 6855 or email help@tcu.edu.

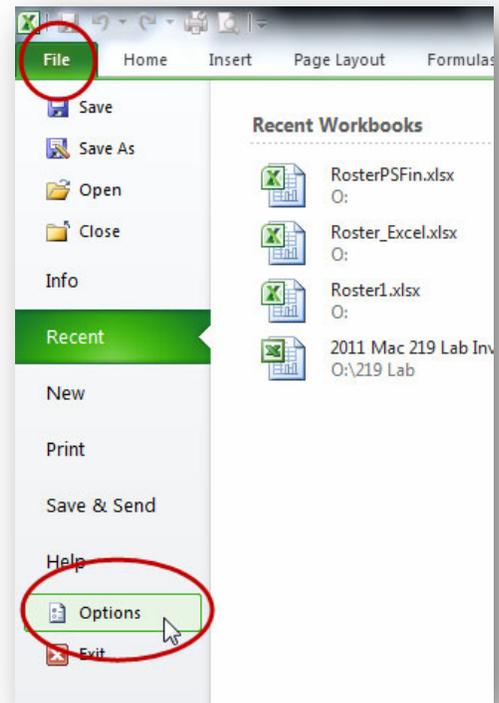
Web Browser

- Internet Explorer v11, Chrome v61 and Firefox v55 are all recommended. **It is important that the browser that you use to run the initial report is your default browser or drilldowns will not work.**

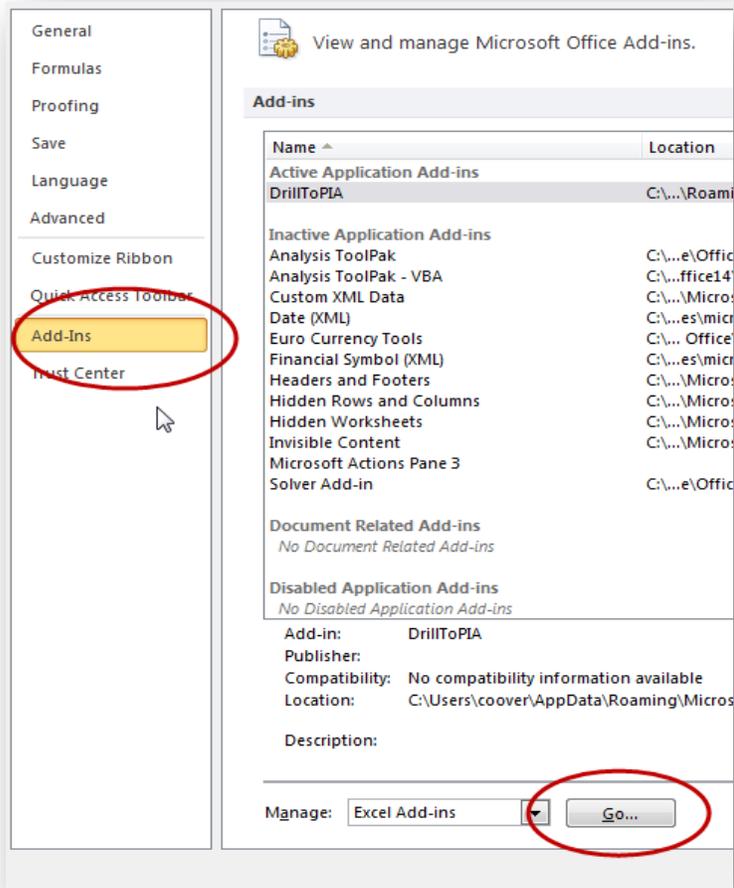
Call the help desk at extension 6855 if you do not know how to determine which browser on your desktop is the default browser.

Installing the Drilldown in Excel 2010/2013

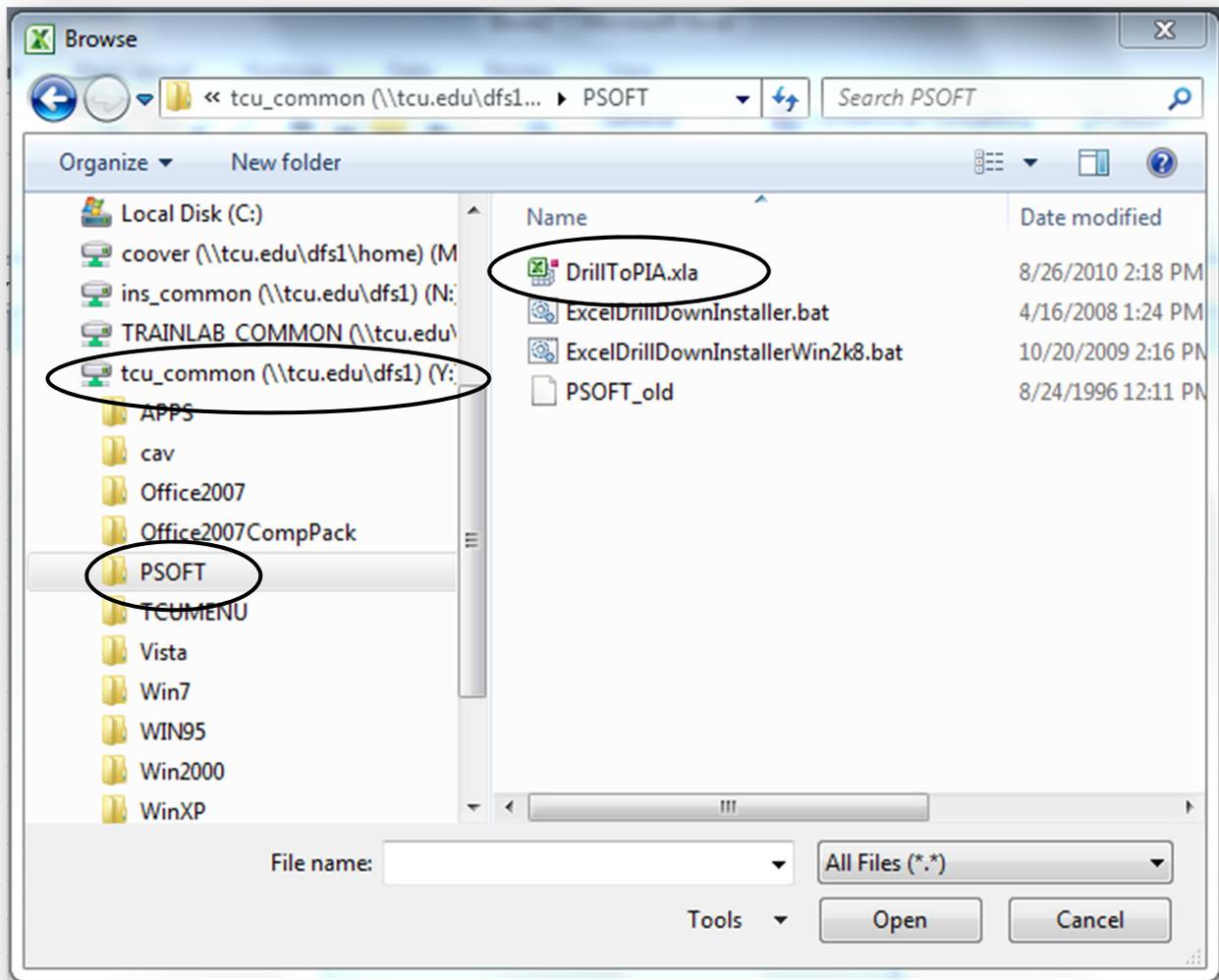
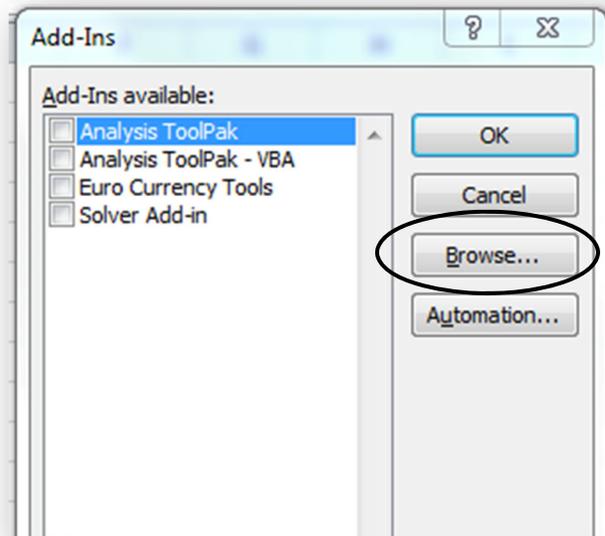
- Open **Excel 2010/2013**.
- From the **File** tab located in the top left corner of the screen, select **Options**.
- Select **Add-Ins** from the left menu.



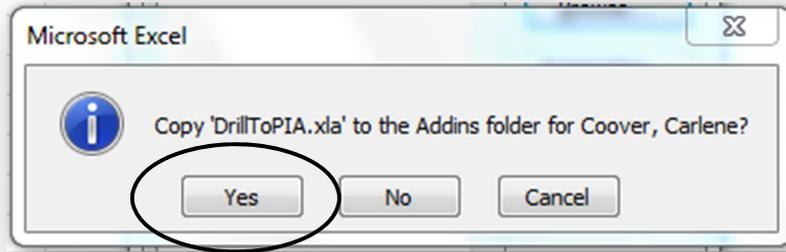
- Click the **Go** button at the bottom of the window.



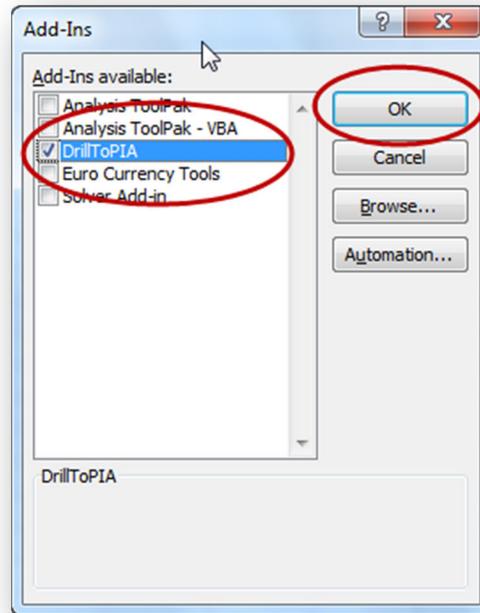
- Click the **Browse** button.
- In the Browse windows, find the **TCU_COMMON drive on Y.**
- Go to the **PSOFT** folder.
- Double-click on:
DrillToPIA.xla



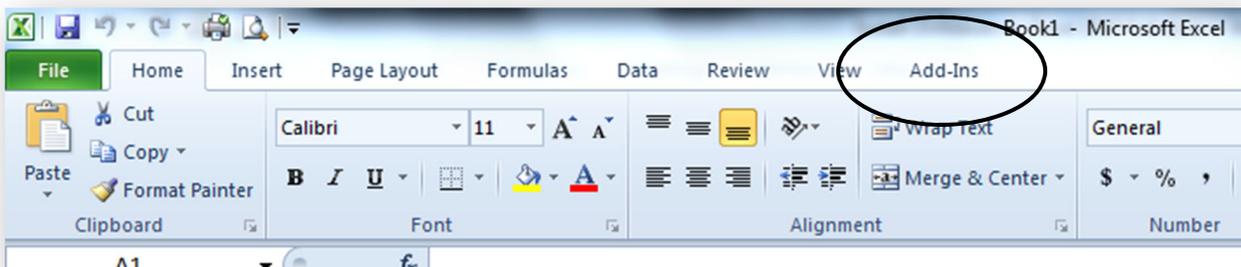
- Click **Yes** to copy the file.



- Check the box for **DrilltoPIA** and click **OK**.



Installation of Drill Down is complete.



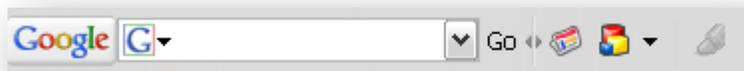
Popup Blockers

If you have a Web Browser Popup Blocker (for example, the Google or Yahoo Toolbar Popup Blocker) turned on, you will have trouble running reports because it will not allow a new window (or tab) to be opened. Be sure to allow site popups to avoid this problem.

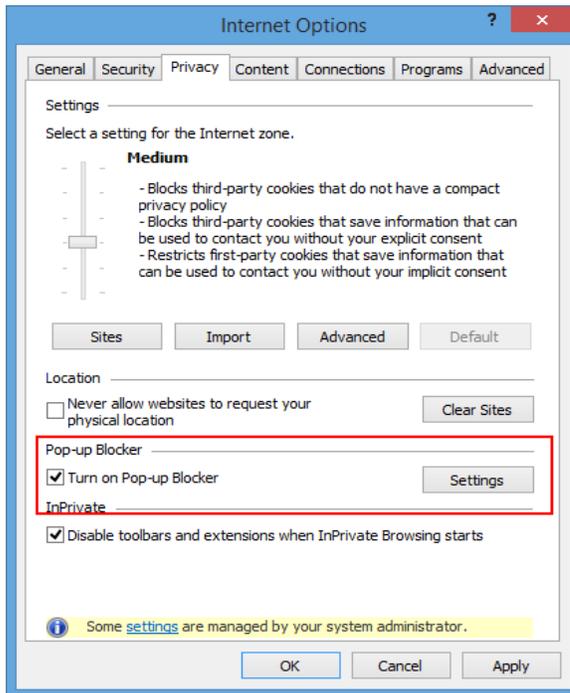
Yahoo Toolbar



Google Toolbar



Internet Explorer 11



Spyware

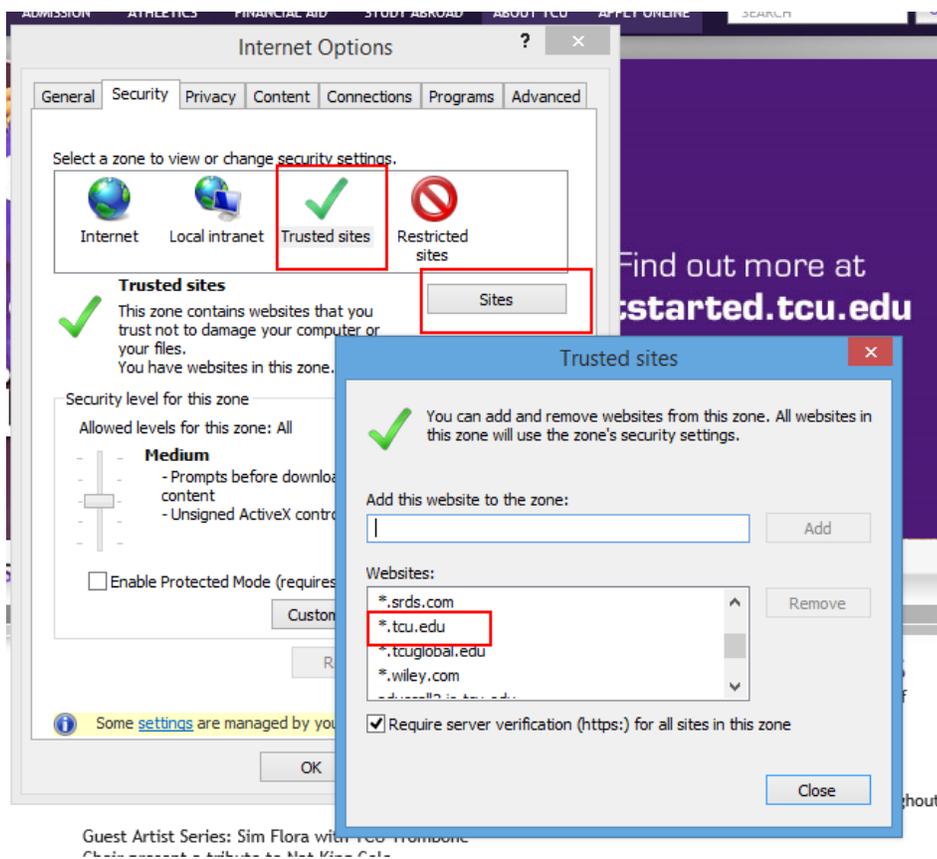
Spyware, also called adware, is hidden software on your computer that gathers information about you and your Web habits, and then relays that information to advertisers or other interested parties. The data collected by Spyware can include personal identifying information, where you shop online, what Web sites you visit and how long you stay there, and what files you download.

Spyware has been known to cause significant problems when running PeopleSoft reports.

If you experience slower Internet connection speeds, unwanted pop-up ads even when you aren't surfing the Web, changes in Web browser settings or home pages, or computer unresponsiveness, your computer may be infected. **Please contact the Help Desk at ext. 6855 to get the latest Spyware protection.**

Trusted Sites

You must have *.tcu.edu in your trusted sites to use the portal or the Budget reports:



Please contact the Help Desk at 6855 to properly setup the trusted site.

TCU Valid Revenue and Expense Accounts

See the charts on the following pages for account codes used at TCU.

These charts are also available on the TCU Financial Services website at

[Account Code Summary Sheet](#)

[How to Use Accounts](#)

**TCU Valid Revenue and Expense Accounts
September 2022**

Available for general department use (Accounts Payable invoice payments, employee reimbursements and deposits)

Miscellaneous Income:

Fines	4401
Fees - Other	4406
Misc Income	4411
Sales	4412
Service Revenue	4413
Rental Income	4414
Rental Of Facilities	4417

Travel and Recruiting Expenses:

Student Travel	6210
Travel	6220
Foreign Travel	6221
Consultant Travel	6222
Expense Allowance	6230
Meals	6240
Recruiting	6250
Recruiting Travel	6251
Entertainment	6260
Training / Workshops	6270

Other Departmental Expenses:

Personal/Non-Reimbursable Exp	6305
Advertising	6310
Dues & Subscriptions	6330
Furniture	6339
Equipment	6340
Computer Equipment/Software	6341
Maintenance Agreements	6342
Rental Equipment	6343
Leased Equipment	6344
Postage	6370
Printing & Copying - Off Campus	6380
Publications	6390
eBooks	6391
Rent	6409
Services	6410
Supplies	6430

HR Approval Required:

Services - Students	6411
---------------------	------

Other Departmental Expenses:

Lab Supplies	6431
Other Expense	6445
Miscellaneous Taxes	6465
Utilities - Cellular / Mobile	6485
Repairs	6505
Renovations	6510
Legal Fees	6601
Other Professional Fees	6603
Special Services	6604
Outside Honorm/Consultant Fee	6620
Consultant Fees	6630

**Interdepartmental Charges only:
(not available for AP or deposits)**

Expense Recovery	4900
------------------	------

Available for specific department use or restricted use:

Legend: Ungrayed Codes: Available for Accounts Payable invoice coding and Deposit coding, unless otherwise specified

Grayed Codes: NOT Available for Accounts Payable invoice coding and Deposit coding

Tuition/Fees-Finance/Admin:

Tuition	4101
Fees- General Univ	4151
Fees-Academic	4155
Fees - Student Government	4157

Admissions:

Fees-Admissions Application	4153
-----------------------------	------

Grants and Research:

Grants/Contr: Fed	4202
Grants/Contr: State	4203
Grants/Contr: Private	4204

Gifts-Advancement/Admin:

Gift - General	4260
Gift - Bequests & Trusts	4261
Gift to Permanent Capital	4290

Endowment-Finance/Admin:

Unitized Pool Income	4390
Unitized Pool Income -Auxiliary	4391

Student Publications:

Advertising	4405
-------------	------

Health Center:

Fees - Contra	4408
---------------	------

Registrar:

Transcripts	4415
-------------	------

Housing:

Vending	4422
---------	------

Athletics:

Revenue from Games	4801
Athletic Concessions	4802
Athletic Programs	4803
Athletic Guarantees - Paid	4804
Athletic Guarantees-Received	4805
Parking for Games	4806

HR/Payroll:

Faculty Salaries	6100
Exempt Staff Salaries	6101
Overtime Pay	6102
Student Salaries	6104
Non-exempt Staff Salaries	6105
Additional Pay	6110
Additional Pay-Single Payment	6111
Temporary Personnel	6120
Lead Pay	6127

Payroll/Provost use:

Summer School Pay	6106
Faculty Overload	6107
Adjunct Staff Instructor	6108
Graduate Adjunct Salaries	6115
One Year Faculty Appointments	6124
Adjunct Faculty	6125

Payroll/School of Music:

Commission Instructors	6126
------------------------	------

Payroll/Facilities & Police:

Shift Differential	6130
--------------------	------

Chancellor:

Special Air Travel	6223
--------------------	------

Athletics:

Non-Competition Food & Drink	6241
------------------------------	------

Grants and Research:

Research Participant Travel	6224
Research Participant Support	6225
Research-Instructional Supplies	6436
Research-Project Supplies	6437
Research Sub-contract	6820
TCU Sponsored Research Funding	6850

Information Technology:

Online Software/Cloud Software	6347
CATV Services	6351

Interdepartmental Charges ONLY:

Computer Charges	6320
Food Services	6345
Long Distance Charges	6350
Telecommunication Services	6352
Mail Services	6360
Printing Services	6365
Instructional Services	6366
Access Code Copies	6368
Departmental Card Copying	6381
University Book Store Charge	6440

Facilities:

Tools	6338
Maintenance Services	6346
Diesel Fuel	6469
Fuel & Gasoline	6470
Utilities -Electricity	6471
Utilities -Gas	6475
Utilities -Telephone	6481
Utilities -Water	6491
Utilities -Water Disposal	6495
Utilities -Ionized Water	6498

Finance and Administration:

Cost of Goods Sold	6447
Commissions Paid	6610
Amortize-Press Book Inventory	8160

Financial Aid:

Financial Aid Expense	6701
Grants in Aid	6702
Graduate Financial Aid	6705

Other Departmental Expenses:

***Available for AP payments to graduate assistants only, otherwise must go through payroll**

Stipends	6720
----------	------

HOW TO USE PEOPLESFT ACCOUNTS

TCU Financial Services
September 2022

Account	Name	Restrictions/ Specific Dept use	Account Usage	BUDGETED		CARRYOVER	
				Yes	No	Yes	No
Revenue accounts available for department use:							
4401	Fines		Record revenues from fines assessed to students & employee, such as parking fines, library fines, social (fraternity or sorority) fines, housing fines, or fines for damages etc.	X			X
4406	Fees - Other		Record miscellaneous fees, such as health insurance fee, Campus Rec fees, Frog Camp charges, Parking permits. Lost ID's etc.	X			X
4411	Misc Income		Record revenue from miscellaneous sources. Should only be used if there is no other appropriate revenue account	X			X
4412	Sales		Record revenue from University sales, such as printing services, mailing services, sale of licensed products, event tickets (other than Athletics), etc	X			X
4413	Service Revenue		Record revenue from services provided to non-University entities (such as Follett, Sodexo, American Tower, AT&T)	X			X
4414	Rental Income		Record revenue from miscellaneous rentals (such as Post office boxes)	X			X
4417	Rental Of Facilities		Record revenue from rental of University property & facilities (Conference Services, Housing, Tennis Pro Shop, Tennis Court rental, etc)	X			X
4900	Expense Recovery		Represents cross-charges to other TCU depts for products, materials or services. Also used to recover the costs of items acquired for other depts. SHOULD NOT be used to receipt payments from outside parties for goods or services.	X		X	

Expense accounts available for department use:

6210	Student Travel		Record student travel expenses	X		X	
6220	Travel		Record employee domestic travel expenses	X		X	
6221	Foreign Travel		Record employee foreign travel expenses	X		X	
6222	Consultant Travel		Record non-employee travel expenses for consultants, lecturers, etc.	X		X	
6224	Research Participant Travel	Research Grants only	Record grant funded research project travel expenses		X	X	
6225	Research Participant Support	Research Grants only	Record research participant expenses to include stipends, allowances, conference fees, etc. in order to comply with Federal guidelines		X	X	
6230	Expense Allowance		Record expense allowance	X		X	
6240	Meals		Record employee & guest(s) meals related to travel or entertainment	X		X	
6250	Recruiting		Record recruiting-related expenses other than travel	X		X	
6251	Recruiting Travel		Record recruiting travel expenses	X		X	
6260	Entertainment		Record entertainment expenses related to TCU	X		X	
6270	Training / Workshops		Record expenses for seminars, training sessions, workshops, etc.	X		X	
6305	Personal/Non-Reimbursable Exp		Record personal or non-allowed charges made on a PCard or a Travel card		X	X	
6310	Advertising		Record external advertising expenses	X		X	
6330	Dues & Subscriptions		Record dues, subscriptions & license fee expense	X		X	
6339	Furniture		Record purchase of furniture	X		X	
6340	Equipment		Record purchase of equipment other than computer & computer-related equipment or furniture	X		X	

Account	Name	Restrictions/ Specific Dept use	Account Usage	BUDGETED		CARRYOVER	
				Yes	No	Yes	No
6341	Computer Equipment/Software		Record purchase of computers, computer related equipment & all software expenses	X		X	
6342	Maintenance Agreements		Record maintenance agreements expense, such as for copiers, computers, & software	X		X	
6343	Rental Equipment		Record incidental rental of equipment for a period less than 1 year	X		X	
6344	Leased Equipment		Record routine lease payments for equipment (send copy of lease to Financial Services)	X		X	
6370	Postage		Record purchases of stamps & postage expenses	X		X	
6380	Printing & Copying-Off Campus		Record payments for printing services by an external vendor (not TCU)	X		X	
6390	Publications		Record purchase of publications, commonly used by Library for periodicals	X		X	
6391	eBooks		Record purchase of electronic books and publications		X	X	
6409	Rent		Record rent charges such as storage & rental of facilities outside of TCU	X		X	
6410	Services		Record payments for miscellaneous services performed. Should only be used if there is no other appropriate account	X		X	
6411	Services - Students	HR Approval required	Record A/P payments to students for non-payroll services, such as FrogCamp	X		X	
6430	Supplies		Record purchases of supplies (not equipment), such as office supplies	X		X	
6431	Lab Supplies		Record purchase of lab supplies	X		X	
6436	Research-Instructional Supplies	Research Grants only	Record instructional supplies for Research Grants	X			X
6437	Research-Project Supplies	Research Grants only	Record project supplies for Research Grants	X			X
6440	University Book Store Charge		Used to record bookstore purchases	X		X	
6445	Other Expense		To be used only if there is not another account to accurately describe an expense	X		X	
6465	Miscellaneous Taxes		Record TCU misc tax expense such as sales, telecommunication, & excise tax	X		X	
6485	Utilities - Cellular / Mobile		Record cell phone expenses	X		X	
6505	Repairs		Record repair expenses	X		X	
6510	Renovations		Record renovation expenses	X		X	
6601	Legal Fees		Record all legal expenses	X		X	
6603	Other Professional Fees		Record payments to professionals or professional organizations	X		X	
6604	Special Services		To be used only if there is not another service related account to accurately describe an expense (should not be used for meals, food services, catering, cleaning services, or travel/hotel expenses)	X		X	
6620	Outside Honorm/Consultant Fee		Record payments for consulting provided to TCU by individuals or small companies (other than large, professional organizations which should go to 6630 Consulting Fees)	X		X	
6630	Consultant Fees		Record fees for consulting services	X		X	
6820	Research Sub-contract	Research Grants only	Record Payments to other schools or organizations for Research Grants	X			X

Account	Name	Restrictions/ Specific Dept use	Account Usage	BUDGETED		CARRYOVER	
				Yes	No	Yes	No

Revenue accounts available to specified departments only:

4101	Tuition	Finance/Admin	Record tuition revenue	X			X
4151	Fees- General Univ	Finance/Admin	Record student fee revenue	X			X
4153	Fees-Admissions Application	Admissions	Record admission application revenue	X			X
4155	Fees-Academic	Finance/Admin	Record various academic fee revenue	X			X
4157	Fees - Student Government	Finance/Admin	Record student government fee each semester to each student	X			X
4202	Grants/Contr: Fed	Finance/Admin	Record Federal grants & contracts revenue	X			X
4203	Grants/Contr: State	Finance/Admin	Record State sponsored grants & contracts revenue	X			X
4204	Grants/Contr: Private	Finance/Admin	Record Private grants & contracts revenue	X			X
4260	Gift - General	Advancement	Record all unrestricted & temporarily restricted gifts to TCU, including annual fund & departmental restricted gifts	X			X
4261	Gift - Bequests & Trusts	Finance/Admin	Record unrestricted bequests		X		X
4290	Gift to Permanent Capital	Finance/Admin	Record all permanently restricted gifts to TCU, including donor designated endowment gifts		X		X
4390	Unitized Pool Income	Finance/Admin	Allocate the Trustee-directed spending limit to the various restricted revenue funds	X			X
4391	Unitized Pool Income -Auxiliary	Finance/Admin	Record unitized pool income - Auxiliary	X			X
4405	Advertising	Student publications	Record advertising revenues in student publications, such as Skiff, Image Magazine, & Journalism	X			X
4408	Fees - Contra	Health Center	Record student health insurance premiums paid	X			X
4415	Transcripts	Registrar	Record transcript fee revenue	X			X
4422	Vending	Housing Office	Record revenue from vending machines	X			X
4801	Revenue from Games	Athletics	Record revenue from ticket sales to TCU Athletics events	X			X
4802	Athletic Concessions	Athletics	Record revenue from concession sales to TCU Athletics events	X			X
4803	Athletic Programs	Athletics	Record revenue from program sales at TCU Athletics events	X			X
4804	Athletic Guarantees - Paid	Athletics	Record payments to other schools for participation in TCU Athletics events on TCU campus	X			X
4805	Athletic Guarantees-Received	Athletics	Record payments received from other schools for the TCU Athletics participation in sporting events at other locations	X			X
4806	Parking for Games	Athletics	Record parking revenue for Athletics events	X			X

Expense accounts available to specified departments only:

6100	Faculty Salaries	Payroll	Record salaries of faculty	X			X
6101	Exempt Staff Salaries	Payroll	Record salaries of exempt staff	X			X
6102	Overtime Pay	Payroll	Record overtime expenses	X		X	
6104	Student Salaries	Payroll	Record all student salary expenses	X		X	
6105	Non-exempt Staff Salaries	Payroll	Record salaries of non-exempt staff	X			X
6106	Summer School Pay	Provost	Record faculty salary for summer school terms	X			X
6107	Faculty Overload	Provost	Record faculty salary for extra course taught by full-time faculty (overload)	X			X
6108	Adjunct Staff Instructor	Provost	Record staff salary for any course taught	X			X
6110	Additional Pay	Payroll	Record re-occurring payments specifically budgeted for an individual or attached to a position, such as an employee who has taken on interim work assignments until a new person is hired into a vacant position (i.e.. interim director)	X			X
6111	Additional Pay-Single Payment	Payroll	Record infrequent payments attached to a budgeted pool of money in a department that can be assigned to various individuals, such as a faculty member providing a seminar	X		X	
6115	Graduate Adjunct Salaries	Provost	Record the salary for current students who are hired to teach as adjuncts	X			X
6120	Temporary Personnel	Payroll	Record temporary personnel expenses	X		X	
6223	Special Air Travel	Chancellor	To record air travel for special regional functions (private air travel)	X		X	

Account	Name	Restrictions/ Specific Dept use	Account Usage	BUDGETED		CARRYOVER	
				Yes	No	Yes	No
6124	One Year Faculty Appointments	Provost	Record salaries for one-year faculty	X			X
6125	Adjunct Faculty	Provost	Record salaries for adjunct faculty	X			X
6126	Commission Instructors	School of Music	Record payment of lesson fees to music instructors	X			X
6127	Lead Pay	Payroll	Record additional pay to staff that are assigned lead responsibilities	X			X
6130	Shift Differential	Facilities/Police	Record shift differential expenses (addition in pay for working second shift, third shift, evenings or nights)	X		X	
6241	Non-Competition Food & Drink	Athletics	Record non-competition food and drink required for NCAA reporting	X			X
6320	Computer Charges	IT	Record internal computer cross charges	X		X	
6338	Tools	Facilities	Record purchase of tools	X		X	
6345	Food Services	SODEXO only	Record food services provided by dining services contracted vendor	X		X	
6346	Maintenance Services	Facilities	Record expenses that are not repairs or covered under a maintenance agreement	X		X	
6347	Online Software/Cloud Software	IT	Record expenses for cloud based, software as a service systems	X		X	
6350	Long Distance Charges	Telecommunications	Record long distance charges	X		X	
6351	CATV Services	Telecommunications	Record CATV connections	X		X	
6352	Telecommunication Services	Telecommunications	Record telephone port changes	X		X	
6360	Mail Services	Mailing Services	Record internal charges to other depts for postage & mail services	X		X	
6365	Printing Services	Printing Services	Record internal charges to other depts for printing services	X		X	
6366	Instructional Services	Instructional Services	Record internal charges to other depts for rental of classroom lecture equipment, etc.	X		X	
6368	Access Code Copies	Printing Services	Record internal charges to other depts for copies where an access code is entered	X		X	
6381	Departmental Card Copying	Library	Record internal charges to other departments for departmental card copying	X		X	
6447	Cost of Goods Sold	TCU Press	Record cost of goods sold	X		X	
6469	Diesel Fuel	Facilities	Record fuel expenses	X		X	
6470	Fuel & Gasoline	Facilities	Record fuel expenses for University owned or leased vehicles	X		X	
6471	Utilities - Electricity	Facilities	Record utility expenses for electricity	X		X	
6475	Utilities - Gas	Facilities	Record utility expenses for gas	X		X	
6481	Utilities - Telephone	Business Services	Record utility expenses for telephones	X		X	
6491	Utilities - Water	Facilities	Record utility expenses for water	X		X	
6495	Utilities - Water Disposal	Facilities	Record utility expenses for water disposal	X		X	
6498	Utilities - Ionized Water	Facilities	Record utility expenses for ionized water	X		X	
6610	Commissions Paid	TCU Press	Record commissions paid	X		X	
6701	Financial Aid Expense	Financial Aid	Record undergraduate unrestricted & restricted financial aid expenses	X			X
6702	Grants in Aid	Athletics	Record NCAA sponsored grants-in-aid	X			X
6705	Graduate Financial Aid	Provost	Allocate & record graduate financial aid	X			X
6720	Stipends	Payroll	Record payments to graduate assistants	X			X
6850	TCU Research Funding	Research only	Record TCU sponsored Research funding		X	X	
8160	Amortize-Press Book Inventory	TCU Press	Record amortization of inventory	X		X	

TCU Financial Services – How to Use Funds

This information is also available on the TCU Financial Services website at [How to Use People Soft Funds](#).

1. Unrestricted Operating Fund

Range: 11000 (TCU), 10400 (Medical School)

Annual Budget: YES

Budget Carryover: YES

Fund Balance Carryforward: NO

Reports: MFS, Budget Review, Budget Carryover

Narrative: The Unrestricted Fund 11000 is the primary operating fund of the University and is used by almost every department to monitor and spend its annual unrestricted budget. Spending in the unrestricted fund is strictly controlled by a department's unrestricted budget. Annual unrestricted budgets are created and submitted to the Vice Chancellors during the University's fiscal year budget process each February using the Budget Worksheet report. Departments spend against their unrestricted fund budget for departmental salaries and operating expenses, but do not have access to the unrestricted fund balance. Fiscal year departmental unrestricted budget surplus or deficits will carryover to the department's following fiscal year budget. The budget carryover calculation does not include Accounts 6101, 6105, 6110, 6124, 6125, or 6126.

How to Use Funds

2. Unrestricted Discretionary Funds

Range: 11001-11899

Annual Budget: MAYBE

Budget Carryover: NO

Fund Balance Carryforward: YES

Reports: MFS, Budget Review, Fund Report

Narrative: Discretionary funds in the range 11001-11899 are unrestricted funds of the University. They are separated into discretionary funds for accounting purposes only.

There are no donor-imposed restrictions on these funds.

- 1) Discretionary Funds with Budgets: Some departments use discretionary funds to track incidental unrestricted educational programs that have revenues to offset expenses, such as Student Government funds or study abroad programs. Spending in these funds is strictly controlled by budgets. These funds will have annual unrestricted budgets to control spending for the special educational programs. **In these funds, the presence of a fund balance does not authorize spending in excess of the unrestricted fund budget.** Fund balances carry forward for accounting purposes only. Annual unrestricted budgets for discretionary funds are created and submitted to the Vice Chancellors during the University's fiscal year budget process each February using special Budget Worksheet reports. A fiscal year budget surplus or deficit will NOT carry forward to the following fiscal year's budget.
- 2) Discretionary Funds without Budgets: Some departments use discretionary funds for defined accounting purposes to track non-donation revenues from ancillary education programs, such as Art Camp. Spending is limited to the available balance in the fund. **No new discretionary fund can be set up without authorization from the office of the Vice Chancellor for Finance and Administration.**

How to Use Funds

3. Unrestricted Research Funds

Range: 11900-11999

Annual Budget: Project Budgets

Budget Carryover: NO

Fund Balance Carryforward: YES

Reports: Project Report, Fund Report

Narrative: Unrestricted Research funds are unrestricted funds of the University being allocated and used to support faculty development and travel programs. Although allocated by the University for use with specific research and travel requests, there are no donor-imposed restrictions on these funds. **Fund 11950 is used for TCU sponsored research funds.** Other unrestricted research funds are used only for salary recovery purposes by specific research programs.

Spending of Unrestricted Research funds is strictly controlled by budgets. These research budgets normally are one year in length and carry forward for accounting purposes. At the end of the accounting period, the unused budgets are lost.

How to Use Funds

4. Endowment Funds

Range: 12000-12999 Unrestricted funds, unrestricted income
20000-29999 Permanently restricted funds, unrestricted income
30000-49999 Permanently restricted funds, temporarily restricted income

Annual Budget: YES

Budget Carryover: NO; Excess transferred to unrestricted fund

Fund Balance Carryforward: NO; Unspent funds are invested

Reports: MFS, Budget Review (run for the specific fund)
DO NOT use the Fund Report for Endowment Funds

Narrative: The Endowment funds of the University provide additional funding for departments as a result of donations to the endowment. For endowment gifts, the donor specifies that the amount of the gift is to be invested with the University's long-term investments and the University can only spend the annual income from the investment. The donors understand that the Trustees control endowment spending and set an annual spending rate on the endowment investments that is approximately 5% of the invested balance.

Spending from endowment funds must be in accordance with the intention of the donors. The Trustee-determined annual spending amount becomes an expenditure budget in the department that has the authority to spend the endowment revenue. Endowment spending is strictly controlled by budgets and the presence of a fund balance does not authorize spending in excess of the endowment fund's budget. At fiscal year-end, any unspent endowment expenditure budget is automatically transferred to the department's unrestricted fund and will carry over with the department's unrestricted Budget Carryover to the following year. Likewise, endowment expenses in excess of the endowment budget are automatically charged to the department's unrestricted fund. The Finance & Administration Budget Office uses the Trustee-determined spending rate to create the annual endowment budgets during the University's fiscal year budget process.

How to Use Funds

5. Annuity Funds

Range: 57001-57999 Temporarily Restricted
58001-58999 Permanently Restricted

Annual Budget: NO

Budget Carryover: NO

Fund Balance Carryforward: YES

Reports: N/A

Narrative: The Annuity funds are used to track individual annuities established with gifts from donors. University departments do NOT use the annuity funds. Annuity gifts are invested with the University's long-term investments and the annual Trustee determined spending amount is used to pay or help pay the annual annuity payments to the income beneficiary. With the expiration of the lifetime income beneficiary, the annuity's principal becomes the property of the University and the remaining balance of the fund is transferred within the University for its donor-determined use. Temporarily restricted annuities have an unrestricted ultimate donor designation. Permanently restricted annuities have a permanently restricted ultimate donor designation. Spending from these funds is limited to the establishment of the annuity liability or the annual annuity payments to the income beneficiary.

How to Use Funds

6. Restricted Plant Funds

Range: 60000-61999

Annual Budget: NO

Budget Carryover: NO

Fund Balance Carryforward: YES

Reports: N/A

Narrative: The Restricted Plant funds of the University provide funding for construction of buildings and other physical plant projects as a result of individual donations to the specific plant projects. Spending from these funds is limited to the amount of the gifts received and the available balance in the fund. Since a project's budget may not match the expected donated funding, there are no budgets for restricted plant funds, however an appropriate amount of the plant project's expenditures will be charged there. The fiscal year-end balance of these funds will carry forward from one fiscal year to the next until the gifts have been fully spent for the restricted purpose. At the end of a donation supported project, unspent restricted plant gifts may be transferred to an endowment fund to provide a revenue stream for continuing building maintenance.

How to Use Funds

7. Restricted Gift Funds

Range: 62000-62999 (TCU), 64002 (Medical School)

Annual Budget: NO

Budget Carryover: NO

Fund Balance Carryforward: YES

Reports: Fund Report

Narrative: The Restricted Gift funds of the University provide additional funding for departments as a result of individual annually expendable donations to specific programs and departments. Spending of these restricted gifts must be in accordance with the donor's intentions. Departmental spending of these funds is limited to the amount of the gifts received and the available balance in the fund. There are no budgets for Restricted Gift funds. The fiscal year-end balance of these funds will carry forward from one fiscal year to the next until the gifts have been fully spent for the restricted purpose. A restricted donation in excess of \$5,000 must receive written Vice Chancellor approval before it can be moved into the department's Restricted Gift fund for expenditure. These transfer forms are supplied by the DIS Office. New Restricted Gift funds can be requested by a Dean or Vice Chancellor from the Office of the Vice Chancellor for Finance and Administration. Only revenues that are restricted by the donor can be deposited into Restricted Gift funds.

How to Use Funds

8. Research Grant Funds

Range: 70000-70999

Annual Budget: Project Budgets

Budget Carryover: NO

Fund Balance Carryforward: YES

Reports: Project Report

Narrative: The Research Grant funds of the University provide funding for faculty-sponsored research. Funding is supplied by an external granting agency whose name is on the fund. Spending is limited to the research grant's project budget as established by the Office of Research Accounting in Financial Services. Research grant funds relate to a specific granting agency and one fund can support multiple projects. Each research grant has a principal investigator, usually a University faculty member, who is responsible for managing the project's grant budget. The fiscal year-end fund balance of these funds will carry forward from one fiscal year to the next. Grant projects generally have a fixed time limit and the project will be closed at the end of that period; the fund however remains open. The Office of Research Accounting in Financial Services creates new research grant funds.

How to Use Funds

9. Agency Funds

Range: 90000-90999

Annual Budget: NO

Budget Carryover: NO

Fund Balance Carryforward: YES

Reports: Fund Report

Narrative: The Agency funds of the University provide accounting for non-University special programs or for organizations where a relationship has been established, such as faculty-sponsored events or for student organizations. Financial activity in these funds is NOT considered the financial activity of the University, so no University business can be conducted using them. Spending is generally limited to the balance available in the fund. Each Agency fund will have a University faculty member or employee as a sponsor who is personally responsible for any deficits in the fund. The fiscal year-end balance of these funds will carry forward from one fiscal year to the next. Agency funds can continue indefinitely for programs and organizations as long as the fund balance remains positive. For faculty-sponsored events, at the end of the event's accounting period, any unspent revenues will be returned to the appropriate organization and the fund will be closed. Permission to open new Agency funds must be given in writing by the appropriate Dean or Vice Chancellor.