

University Credit Balance Report

Query Technical Name: ZZ_PU_C02_Q0005


Location: FI Departmental Reports folder

Purpose: This report is designed to provide the person(s) responsible for a Funds Center(s) a view of all University credit balances – revenues, personnel, operating expenses, financial aid expenses, etc. Please note that this report excludes all Foundation and Grant funds centers.

Standard View: By default this report provides columns detailing the following: Superior Funds Cntr, Pers. Resp. Name, Funds Center, Funded Program & Commitment Item. Key Figures are provided to detail: Original Budget, Revised Budget, Actuals YTD, Commitments & Available Balance.

Variable Entry screen: **Fiscal Year** refers to the budget year for which users are seeking data. **Funds Center Hierarchy** will default to the appropriate cost center based upon user credentials.

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the [reporting manual](#) for step-by-step instructions in populating these fields.

	Variable	Current Selection	Description
	Fiscal Year		
	Funds Center Hierarchy		
	Funded Program (Interval)		

Types of questions this report can answer beyond the standard view:

1. How often should this report be run?
 - a. This report can be run as part of the monthly reconciliation process. At fiscal year-end (June-July), the report should be run more often, to prevent the carry forward of any credit balances.

2. How do I resolve credit balances?
 - a. The first step in resolving credit balances is to validate the budget, year-to-date (YTD) actuals, and commitments are accurate:
 - Validate that the Original Budget column represents the BIIP submission for the fiscal year. The Budget Office can be contacted for any discrepancies in the Original Budget.
 - The Revised Budget column is the total of the Original Budget column, plus/less any adjustments processed via a budget transfer. Validate that all funds expected to be received have been transferred to your funds center. Follow up with the department with whom adjustments are expected for any discrepancies.
 - YTD revenues can be validated by matching deposits to the FI Transaction List by month. The Bursar's Office can assist with correcting discrepancies in deposit postings.
 - YTD personnel can be verified by running the Labor Distribution Report and the FI Transaction List by Month – Manual Payroll Entries Report. Any discrepancies in the Labor Distribution Report should be reported to Human Resources via the [Labor Distribution Discrepancy form](#).
 - Personnel Commitments can be validated by running the PBC Payments Report. Discrepancies in the PBC Payments Report can be corrected by submitting a PAR with the correct cost center, hours per week, and beginning and end dates.
 - YTD Expenditures, excluding personnel, can be validated through the FI Transaction List by Month. If YTD expenses are incorrect, request a recode by emailing Kim Sanders in the Office of the Comptroller.
 - Commitments, excluding personnel, can be validated through the Budget Management Report in BW or the Budget Consumption Report in R3 (ZFBC/ZFD1). Contact Procurement Services for any discrepancies in purchase requisitions and/or purchase orders. Contact Accounts Payable for any travel discrepancies.
 - If all YTD revenues and expenses and commitments are accurate, and a credit balance remains, process a budget transfer to fund the credit balance.