Intro to ROADS Budget Reports
Pilot Group Training (1 of 2)-July 2014

Du’Neika Easley & Tequita Hawkins
Objective of Today’s Training

Objective of today’s training (1 of 2):

• Pilot group training of budget reports in ROADS.
• To refresh users on the basics of Banner as it applies to the newly developed budget documents within ROADS.

After Today:

• June: More hands-on training available (2 of 2)
  • Small Group/Individual training with Pilot Group Users
• July 1: Pilot Group access to ROADS budget reports
The Pilot Group

Why?
Small scale roll-out so users can experiment with the budget document’s functionality, features, and data output and provide feedback before campus wide roll-out.

The Group’s Role
Evaluate the document’s ease of use, functionality, etc.
To run dual systems – Banner & ROADS and communicate presentation inconsistencies to OPB
Provide feedback on areas of improvement including aesthetics
Provide feedback on the varying perspectives the documents provide
Why?

Why the change to budget reports via ROADS?

1. The existing Banner Monthly Budget Reports provide information at the fund/org and account level with limited information on the budget detail and make high level review cumbersome.

   New reports provide:
   • Detailed information on budget
   • Ability to conduct big picture analysis at the school or division level

2. Phase out of other systems
   Beginning Spring 2015, the current Banner reporting tool, SQR will be "frozen" in time as the platform owner will no longer release patches, updates, fixes, etc. for the tool to ensure compatibility with system upgrades.

   Similarly, the Discoverer reporting tool will no longer be supported beginning in June 2015.
Why?

What issues will ROADS reports address?
The new documents are designed to address current reporting and analysis needs along with future process improvements and new process implementation.

- Documents were developed to allow for high level data retrieval, individual department analysis, or fund/org and account level review.
- The system allows for more dynamic querying and reporting and development of useful analytics.
Security and Reporting

Currently

- Security in Banner is driven by fund and org combo (i.e. – many users across campus have access to fund 10000 – the data is limited to specific viewers based on org).
- However, within a department or unit, in order to secure viewing activity in Banner, the org chart was significantly expanded (i.e. travel funds within one department – each professor given his/her own org to limit access).

The Direction

- The goal is to limit Banner access/security to budget and accounting professionals (the super user group).
- Other users will continue to have accountability but from a report viewing perspective.
Roll-out of ROADS reports – Two Perspectives

Group 1: Continue to have Security/Access in Banner and ROADS

Super Users
- Super users include the school and division budget managers who are responsible for managing daily operations in Banner.
- ROADS reports will address the need to see the entire division along with individual transactions.

Group 2: Burst Reports

Vice Presidents and Deans
- Responsible for setting goals and objectives and for oversight of their entire division.
- From a budget reporting prospective, the ROADS reports have been designed to facilitate review of the entire division versus fund/org level review with current Banner reports.

Individual Budget Managers
- Individual users including faculty who are responsible for monitoring financial resources.
- They will continue to have reports (more robust) to meet their needs.
What is ROADS?

- ROADS
  Richmond’s
  Operational &
  Analytical
  Data
  Store

- The University’s data warehouse reporting system.
  - The data warehouse is a centralized repository of the University’s data designed for query and analysis rather than for processing transactions.
  - The data warehouse compliments the existing operational system, Banner.
  - Although ROADS is geared toward analytical processing of University data, it does contain the same transaction level data as Banner.
Banner is used to record transactions and activity.

ROADS is designed to help users analyze data.

The data stored in ROADS is uploaded from Banner.

The warehouse refreshes as of 3 a.m. daily. Transactions occurring during business hours are reflected as of the next business day.
Why ROADS?

Benefits

• Optimized Analysis and Reporting
• Greater Control, Consistency and Accuracy of Data
• Presentation of the University's information consistently
• Maintenance of data history, even if Banner does not
Other units using ROADS includes:

Admissions
SPCS
Institutional Effectiveness
Procurement

The Next Wave
Actively working with Financial Aid, HR, and the Registrar’s office to convert legacy SQR and Discoverer reports.
   Goal of Summer 2015 for the conversion project

The Future
Almost any area on campus that uses data from Banner is a candidate for using ROADS and can work with their IS liaison in project planning.
Banner Refresher

To reacquaint users with basic terminology used in Banner that is instrumental in the ROADS reporting process.
Fund accounting is an accounting system emphasizing **accountability rather than profitability**, used by non-profit organizations and governments.

- Financial Resources come from a variety of sources (**Funds**).
- Different department and units are responsible for different revenues and expenditures (**Organizations/Orgs**).
- Each fund may only use its revenues for appropriate expenditures (**Accounts**).
- Revenue and expenditures must be comparable between Universities (**Programs**).
What is Fund Accounting?

Fund accounting requires unique identification and reporting for each category. The identification system is detailed on the following slides.

“FOAPAL”

- Fund
- Org
- Account
- Program
- Activity
- Location

Required Segments for Posting an Entry
FOAPAL String

Acts as a blue print or a routing number to properly sort and classify revenues and expenditures.

<table>
<thead>
<tr>
<th>Segment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund</strong></td>
<td>Where did the money come from?</td>
</tr>
<tr>
<td><strong>Organization (Org)</strong></td>
<td>Who is responsible for the money? Who does the money belong to? Who is spending the money?</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td>What kind of transaction is taking place? What is the money being spent on?</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td>How does this transaction compare to other universities? How is the transaction being reported?</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td>Used for tracking specific activities that cross funds/orgs (not required)</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Identifies the location of equipment (Fixed Assets) <strong>This field is not currently used by the University</strong></td>
</tr>
<tr>
<td><strong>Index</strong></td>
<td>Although not part of the FOAPAL it plays a large role in data entry. It is a convenience tool, replacing the need to enter the entire FOAPAL string, generally, with the exception of account</td>
</tr>
</tbody>
</table>
FOAPAL

Breakdown of each Key Component
Funds are a self-balancing set of accounts reflecting assets, liabilities and fund balance.

- Identifies the source of income (tuition & fees, grants, investment income, gifts) and whether it is unrestricted or restricted in use.
  - Unrestricted funds do not have external stipulations, but are designated for specific units based on the unit’s budget.
  - Restricted funds have external stipulations on the use of the funds by the granting agency or donor.

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Funds are a self-balancing set of accounts reflecting assets, liabilities and fund balance.

- Fund /organization relationships can be one to one, or one to many.
  - Example - Fund 10000, unrestricted general fund is tied to many orgs across campus, whereas a restricted fund may be tied to just one department.

- Viewing current year fund activity in Banner.
  - Fund 10000 – FGIBDST
  - Other restricted (endowed and current restricted) Funds –FGITBAL & FGIBDST
Fund Hierarchy

- The hierarchy, when used correctly can **significantly** streamline and improve reporting.
- The fund codes are established in a hierarchy for roll-up and reporting purposes.

**Major fund classifications**

- **Current Unrestricted**
  - E&G
  - Revenue Generating

- **Current Restricted**
  - General Restricted Annual
  - Endowment Income

- **Auxiliary**
  - Bookstore
  - Food Services
  - Scholarships

- **Plant**
  - Capital Projects

Transaction data can be entered at the lowest level of the hierarchy (data enterable).
Fund Hierarchy

Hierarchy as displayed in banner

![Fund Hierarchy Query](image-url)
The organization code identifies the unit of budgetary responsibility and/or departments within an institution.

- Org is normally used to define “who” spends the money and is responsible for tracking budget to actual activity.
  - Orgs only track revenue and expenses.
  - Orgs do not track cash, accounts receivable, accounts payable or any other asset or liability.

- Org/Fund relationships can be one to one, or one to many.

- Viewing org activity in Banner
  - Viewable in FGIBSDT

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<td>Organization (Org)</td>
<td>Who is responsible for the money? Who does the money belong to? Who is spending the money?</td>
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</table>
The org hierarchy is an organizational structure where every entity in the organization is subordinate to a single entity.

The University is at the top of the organizational structure with subsequent levels beneath it.

Also see sample org chart in supplemental handbook
Org Hierarchy

Hierarchy as displayed in banner

[Image of an organization hierarchy query]

- COA: 1
- Organization: 1513 Center for Civic Engagement

Hierarchy levels:
- President/Board
- Deans and Directors
- Managers/Departments
- Department Divisions
- University of Richmond
- VP, Academics & Provost
- Provost
- Center for Civic Engagement
Org Hierarchy - Levels

Org Levels in Banner
- Org L1 – The University of Richmond
  - Org L2 – (i.e. The Provost or Division VP)
    - Org L3 – (i.e. Schools)
      - Org L4 – (i.e. Department)
        - Org L5
          - Org L6
            - Org L7

Data can be retrieved from ROADS based on the level of granularity desired by the user.
Org Hierarchy – Example

Level 2

Level 3

Level 4

Data Enterable Orgs/ Departments (Level 5 in this example)
Where the financial activity occurs. Budget, revenues, expenditures and encumbrances (commitments) occur and are recorded in the org.
The account identifies the type of spending.

- Operating ledger account codes are used in the budget documents and include:
  - Revenues: Tuition, gifts, interest income, etc.
  - Expenses: Labor and Non-labor.
  - Transfers: Transfers in and Transfers out

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</table>
The account identifies the type of spending.

- Balance sheet account codes include:
  - Assets: Cash, accounts receivable, inventory, etc.
  - Liabilities: Accounts payable, accrued liabilities, etc.

  **NOT used in the budget documents**

- Viewing account activity in Banner
  - Viewable in FGITBAL and FGIBDST

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</tr>
</tbody>
</table>
Account Hierarchy

• The account hierarchy is a set of accounts organized according to their positions in relation to each other. The relationship among accounts in a hierarchical group are similar to parent-child relationships.

In Banner, accounts belong to subsets and can be grouped and analyzed based on subset.
Account Hierarchy

Hierarchy as displayed in banner
The program identifies the functional purpose and enables the University to classify transactions in the same categories as other universities for reporting comparability.

- Account is used for an individual transaction whereas program groups transactions occurring in those accounts.
- Program code examples include Instruction, Research, and Plant Operations.
- Most institutions follow the programs defined by the National Association of College and University Business Offices (NACUBO).

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<td>How does this transaction compare to other universities?</td>
</tr>
</tbody>
</table>
Program Hierarchy

• Programs are organized in hierarchies that allow the University to more easily capture and review summarized data.
Program Hierarchy

Hierarchy as displayed in banner
The program identifies the functional purpose and enables the University to classify transactions in the same categories as other universities for reporting comparability.

Financial Statement Excerpts
The programs remain consistent across colleges and universities

Vanderbilt University

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<tr>
<td>Program</td>
<td>How does this transaction compare to other universities?</td>
</tr>
</tbody>
</table>

University of Richmond

<table>
<thead>
<tr>
<th>Segment</th>
<th>Operating expenses (notes 7, 8, 9, 14 and 15):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>Instruction</td>
</tr>
<tr>
<td></td>
<td>Research</td>
</tr>
<tr>
<td></td>
<td>Public service</td>
</tr>
<tr>
<td></td>
<td>Libraries</td>
</tr>
<tr>
<td></td>
<td>Academic support</td>
</tr>
<tr>
<td></td>
<td>Student services</td>
</tr>
<tr>
<td></td>
<td>Institutional support</td>
</tr>
<tr>
<td></td>
<td>Auxiliary enterprises</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>Total operating expenses 220,289</td>
</tr>
</tbody>
</table>

Expense categories for Vanderbilt University and University of Richmond.
The activity is an optional character code that is **non-hierarchical** and can be used to further define activities that cross funds and orgs.

- Although rarely used, provides departments a method of tracking specific revenues or expenses for a project or activity that the department needs to account for.

- Example:
  - A&S
    - Currently using activity to track professor start up funds.
    - One start-up org several activities to track specific spending for each professor.

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<tbody>
<tr>
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</tr>
</tbody>
</table>
Index Breakdown

Understanding the Shortcut
Index is a convenience tool – it is a shortcut to the FOAPAL string with a default fund, org, and program. Activity is an **optional** default.

- The fund identifies the funding source and is tied to an organization.
- Organization codes are assigned to VP levels, schools, and departments through the use of Banner hierarchy levels.
- Program identifies how the funding category for financial statement purposes.
- Activity (optional) provides additional detail.
• The index provides default information to the key components in the FOAPAL string.
• Financial data and transactions are not housed in the index but rather in the FOAPAL string.
Recap

A simple way to think of how transactions are organized by the FOAPAL:

I made a purchase using this money (FUND) for my department (ORG).
I purchased this type of product or service (ACCOUNT) to fulfill this particular function (PROGRAM).

The lowest level of each hierarchy is the active, data-enterable fund, org, account, or program code into which transaction data is recorded.

Each data-entry level fund, org, account or program “rolls-up” to a higher level from which summarized data can be retrieved.

Reminder: The hierarchy, when used correctly can significantly streamline & improve financial reporting and analysis.
An **INDEX CODE** can be compared to a bank account number.

When you provide a bank with your account number, the bank knows who you are and the routing number to which account your money is to be deposited or withdrawn. In the same way, when you provide Banner with an **INDEX**, Banner knows your org, and to which fund and program your org’s money is to be deposited or withdrawn.
ROADS Documents
Applying Banner Basics to the ROADS Documents
Accessing ROADS - Logging In

To log into the ROADS (Internet Explorer is the recommended browser)
URL - https://roads.richmond.edu

Use your NetID and Password (16 digit)

Also see supplemental handbook for more information on logging in and navigation.
Accessing ROADS – Documents

1. Begin by selecting the Document Folder - location of documents based on document type

2. Choose the desired document.

3. Select the desired prompts
Prompt – A parameter used to filter data when executing a report or document. This is similar to existing Banner jobs that users run such as FPXTRAN. Options driven by Banner Permissions.

4. The output from a users prompt selection is the document
Documents – A display of data from multiple reports with special functionality such as drilling and other interactive components.
Types of Documents

1. Budget to Actual
2. Budget Summary (NEW)
3. Budget to Actual Detail
Banner Form FGIBDST is the most commonly used form to look up index level detail.

In ROADS, users are prompted to input the fund and org to retrieve the index (reverse of FGIBDST input. The output will be all indices with the prompted fund/org combo.

REMINDER – the index is merely a shortcut

In this example – there are several indices with the same fund/org combo – the distinguishing factor is the activity code.
With each index change, the activity code changes while the fund and org remain the same.
Budget to Actual by “Index”
Budget to Actual by “Index”

1. Select the Budget to Actual Document Folder

2. Select the Budget to Actual Summary by Index Document
Budget to Actual by “Index”

Select Prompts on the left and place them in the shopping cart on the right.
Only one selection per prompt. Available prompts driven by users Banner security.

1. Fund

2. Org
Budget to Actual by “Index”

Click dropdown to make selection

3. Fiscal Year

4. Fiscal Period
Budget to Actual Summary By “Index”.

Replaces Monthly Budget Report

- Provides detail of:
  - Continuing budget (original & adjusted)
  - Temporary budget (original & adjusted)
  - Selected current period & year to date expenses
  - Remaining available balance.

<table>
<thead>
<tr>
<th>Non-Labor Expenses</th>
<th>Program</th>
<th>Continuing</th>
<th>Temporary</th>
<th>Total</th>
<th>Current Transactions</th>
<th>YTD Transactions</th>
<th>Encumbrances</th>
<th>Total</th>
<th>Available Budget</th>
<th>% Spend YTD</th>
<th>% Spend PY</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000 - Operating Expenditures</td>
<td>261</td>
<td>$100</td>
<td>$0</td>
<td>$100</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>$0</td>
<td>$100</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>7017 Paper Supplies</td>
<td>261</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>$0</td>
<td>$300</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>7018 Computer Supplies</td>
<td>261</td>
<td>$1,575</td>
<td>$0</td>
<td>$1,575</td>
<td>$43</td>
<td>$805</td>
<td>--</td>
<td>$805</td>
<td>$770</td>
<td>51.1%</td>
<td>66.4%</td>
</tr>
<tr>
<td>7031 Subscriptions</td>
<td>261</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>$0</td>
<td>$300</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>7032 Memberships</td>
<td>261</td>
<td>$450</td>
<td>$0</td>
<td>$450</td>
<td>--</td>
<td>$120</td>
<td>--</td>
<td>$120</td>
<td>$330</td>
<td>26.7%</td>
<td>18.7%</td>
</tr>
<tr>
<td>7044 Special Projects</td>
<td>261</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>--</td>
<td>($20)</td>
<td>--</td>
<td>($20)</td>
<td>$20</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>7071 Vandalism</td>
<td>261</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
<td>--</td>
<td>$100</td>
<td>--</td>
<td>$100</td>
<td>$150</td>
<td>40.0%</td>
<td>20.0%</td>
</tr>
<tr>
<td>7072 Printing</td>
<td>261</td>
<td>$675</td>
<td>$0</td>
<td>$675</td>
<td>--</td>
<td>$113</td>
<td>--</td>
<td>$113</td>
<td>$565</td>
<td>16.7%</td>
<td>23.3%</td>
</tr>
<tr>
<td>7081 Postage</td>
<td>261</td>
<td>$600</td>
<td>$0</td>
<td>$600</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>$0</td>
<td>$600</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>7093 Fed Ex/UPS</td>
<td>261</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>$0</td>
<td>$250</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>7101 Contractual Services</td>
<td>261</td>
<td>$12,000</td>
<td>$0</td>
<td>$12,000</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>$0</td>
<td>$12,000</td>
<td>0.0%</td>
<td>10.5%</td>
</tr>
<tr>
<td>7191 Telephone Base</td>
<td>261</td>
<td>$1,600</td>
<td>$0</td>
<td>$1,600</td>
<td>--</td>
<td>$1,600</td>
<td>--</td>
<td>$1,600</td>
<td>$0</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Budget to Actual Summary By “Index”

- Provides budget and actual details at the spending level by account with the ability to drill to transaction detail to review underlying information.
- The document can also be filtered by account and account level.

### Budget to Actual Summary by “Index”

Provides detail of temporary and continuing budget, selected current period & year to date expenses, with the remaining available balance. Drills to budget to actual detail for more information on account level activity.

**Fund:** 10000: Current Unrestricted Fund  
**Org:** 2071: Planning and Budget  
**Fiscal Year:** FY14  
**Fiscal Period:** April

<table>
<thead>
<tr>
<th>Non-Labor Expenses</th>
<th>Program</th>
<th>Fiscal Year</th>
<th>Total</th>
<th>YTD</th>
<th>PY</th>
<th>% Spend</th>
<th>% Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>7000 - Operating Expenditures</td>
<td>7017: Paper Supplies</td>
<td>261</td>
<td>$100</td>
<td>$0</td>
<td>$100</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>7018: Computer Supplies</td>
<td>261</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>7029: General Materials/Supplies</td>
<td>261</td>
<td>$1,575</td>
<td>$0</td>
<td>$1,575</td>
<td>$43</td>
<td>$805</td>
</tr>
<tr>
<td></td>
<td>7031: Subscriptions</td>
<td>261</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>7032: Memberships</td>
<td>261</td>
<td>$450</td>
<td>$0</td>
<td>$450</td>
<td>--</td>
<td>$120</td>
</tr>
<tr>
<td></td>
<td>7054: Special Projects</td>
<td>261</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>--</td>
<td>($20)</td>
</tr>
<tr>
<td></td>
<td>7071: Vending</td>
<td>261</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
<td>--</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>7072: Printing</td>
<td>261</td>
<td>$675</td>
<td>$0</td>
<td>$675</td>
<td>--</td>
<td>$113</td>
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<td>$12,000</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>7191: Telephone Base</td>
<td>261</td>
<td>$1,600</td>
<td>$0</td>
<td>$1,600</td>
<td>--</td>
<td>$1,600</td>
</tr>
</tbody>
</table>
Contrast to Monthly Budget Report

- Does **not** provide users with a break out of continuing vs. temporary budget.
- Program only defined in the header.
Budget Summary by “Index”
Budget Summary by “Index”

1. Select the Budget Summary Document Folder

2. Select the Budget Summary by Index Document
NEW Budget Summary by “Index”

- Provides users with a break down of:
  - Continuing budget vs. temporary budget
  - Details on original budget load vs. adjusted budget load

<table>
<thead>
<tr>
<th>Program</th>
<th>Original Budget</th>
<th>Adjustment</th>
<th>Total</th>
<th>Original Budget</th>
<th>Adjustment</th>
<th>Total</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>7001: Paper Supplies</td>
<td>$100</td>
<td>-</td>
<td>$100</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td>7018: Computer Supplies</td>
<td>$200</td>
<td>-</td>
<td>$200</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>7020: General Materials Supplies</td>
<td>$1,575</td>
<td>-</td>
<td>$1,575</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$1,575</td>
</tr>
<tr>
<td>7031: Subscriptions</td>
<td>$300</td>
<td>-</td>
<td>$300</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>7032: Memberships</td>
<td>$450</td>
<td>-</td>
<td>$450</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$450</td>
</tr>
<tr>
<td>7071: Vending</td>
<td>$250</td>
<td>-</td>
<td>$250</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>7072: Printing</td>
<td>$675</td>
<td>-</td>
<td>$675</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$675</td>
</tr>
<tr>
<td>7081: Postage</td>
<td>$600</td>
<td>-</td>
<td>$600</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$600</td>
</tr>
<tr>
<td>7093: Fed Ex/UPS</td>
<td>$250</td>
<td>-</td>
<td>$250</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>7101: Contractual Services</td>
<td>$12,000</td>
<td>-</td>
<td>$12,000</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$12,000</td>
</tr>
<tr>
<td>7191: Telephone Base</td>
<td>$1,700</td>
<td>($100)</td>
<td>$1,600</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$1,600</td>
</tr>
<tr>
<td>7193: Telephone Tolls</td>
<td>$250</td>
<td>-</td>
<td>$250</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>7199: Cellular Telephones</td>
<td>$600</td>
<td>-</td>
<td>$600</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$600</td>
</tr>
<tr>
<td>7233: Computer Software (Non Cap)</td>
<td>$250</td>
<td>-</td>
<td>$250</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>7598: Currency Forward Transfer</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$10,000</td>
<td>-</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>7903: Entertainment</td>
<td>$300</td>
<td>-</td>
<td>$300</td>
<td>-</td>
<td>-</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td><strong>Total 7000 - Operating Expenses</strong></td>
<td>$19,600</td>
<td>($100)</td>
<td>$19,500</td>
<td>$10,000</td>
<td>-</td>
<td>$10,000</td>
<td><strong>$29,500</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Labor Expenses</th>
<th>Original Budget</th>
<th>Adjustment</th>
<th>Total</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Non-Labor Expenses</strong></td>
<td>$25,100</td>
<td>($100)</td>
<td>$25,000</td>
<td><strong>$35,000</strong></td>
</tr>
</tbody>
</table>
NEW Budget Summary by “Index”

- Provides budget details at the spending level by account with the ability to drill to transaction detail to review underlying information.
- The document can also be filtered by account type and account level.
Budget to Actual Detail
1. Select the Budget to Actual Transaction Detail Document Folder

2. Select the Budget to Actual Detail Document
Budget to Actual Transaction Detail

- Provides details on individual transactions from the budget to actual report based on continuing budget, temporary budget, and current transactions.
- Replaces the current report transaction detail that accompanies the monthly budget report.

Budget Summary by "Index"

Provides users with a breakdown of continuing budget vs. temporary budget with details on the original budget load vs. the adjustments.

<table>
<thead>
<tr>
<th>Program</th>
<th>Continuing Budget</th>
<th>Temporary Budget</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Adjustment</td>
<td>Total</td>
</tr>
<tr>
<td>7000: Operating Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7042: Paper Supplies</td>
<td>261</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>7042: Computer Supplies</td>
<td>261</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>7022: General Materials</td>
<td>261</td>
<td>$1,575</td>
<td>$1,575</td>
</tr>
<tr>
<td>7023: Subscriptions</td>
<td>261</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>7023: Memberships</td>
<td>261</td>
<td>$450</td>
<td>$450</td>
</tr>
<tr>
<td>7023: Vending</td>
<td>261</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>7023: Printing</td>
<td>261</td>
<td>$675</td>
<td>$675</td>
</tr>
<tr>
<td>7023: Postage</td>
<td>261</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>7023: End Ex UPG</td>
<td>261</td>
<td>$250</td>
<td>$250</td>
</tr>
</tbody>
</table>

Budget to Actual Detail

Provides detail on each transaction in the selected reporting period and clearly defines the transactions by type (continuing budget adjustment, temporary budget adjustments, and current revenue & expense transaction).

- Fund: 10000: Current Unrestricted Fund
- Org: 2071 - Planning and Budget
- Account Code: 7029: General Materials/Supplies
- Fiscal Year: April
- Fiscal Period: FY14

No data returned for this view. This might be because the applied filter excludes all data.
Budget to Actual Transaction Detail Cont...

- Continuing budget (original and adjusted)
- Temporary budget (original and adjusted)
- Current transactions.

**Budget to Actual Detail**

Provides detail on each transaction in the selected reporting period and clearly defines the transactions by type (continuing budget adjustment, temporary budget adjustments, and current revenue & expense transaction).

**Fund:** 10000: Current Unrestricted Fund  
**Org:** 2071 - Planning and Budget  
**Account Codes:**  
**Fiscal Year:** April  
**Fiscal Period:** FY14

**Continuing Budget Journals (BD01/BD10/BD20) for 2071 - Planning and Budget**

No data returned for this view. This might be because the applied filter excludes all data.

**Temporary Budget Journals (BD02/BD30/BD40) for 2071 - Planning and Budget**

No data returned for this view. This might be because the applied filter excludes all data.

**Current Revenue/Expenses for 2071 - Planning and Budget**

<table>
<thead>
<tr>
<th>Index</th>
<th>Account Description</th>
<th>Transaction Description (Actuals)</th>
<th>Document Number</th>
<th>TransactionDate</th>
<th>Rule Class</th>
<th>Actual Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6041</td>
<td>Manager Salary FT</td>
<td>HR Payroll 2014 MO 5.0</td>
<td>F0073138</td>
<td>4/30/2014</td>
<td>HGNL</td>
<td>Payroll - Gross Exp. No Liquidati</td>
</tr>
<tr>
<td>6799</td>
<td>Staff Benefit Transfer</td>
<td>HR Payroll 2014 MO 5.0</td>
<td>F0073138</td>
<td>4/30/2014</td>
<td>HPNL</td>
<td>Payroll - Fringe Chargebook w/o L</td>
</tr>
<tr>
<td>7153</td>
<td>Telephone Tolls</td>
<td>April Phone Charge</td>
<td>FH140430</td>
<td>4/30/2014</td>
<td>TEJY</td>
<td>Telecommunications Journal Voucher</td>
</tr>
<tr>
<td>7158</td>
<td>Cellular Telephones</td>
<td>April Phone Charge</td>
<td>FH140430</td>
<td>4/30/2014</td>
<td>TEJY</td>
<td>Telecommunications Journal Voucher</td>
</tr>
</tbody>
</table>
Contrast to Existing Detail Report

- Does not provide a break out of transactions based on type. All transactions are displayed together.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCOUNT TITLE</th>
<th>ADJUSTED BUDGET</th>
<th>CURRENT PERIOD</th>
<th>BUDGET RESERVATIONS</th>
<th>DOC NUMBER</th>
<th>DOC REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7029</td>
<td>General Materials/Supplies</td>
<td></td>
<td>11.94</td>
<td></td>
<td>JP187591</td>
<td>ILASRADO</td>
</tr>
<tr>
<td>24-MAY-14</td>
<td>OFFICEMAX CT*IN#0880001</td>
<td></td>
<td>82.75</td>
<td></td>
<td>JP187592</td>
<td>ILASRADO</td>
</tr>
<tr>
<td>24-MAY-14</td>
<td>OFFICEMAX CT*IN#8978899</td>
<td></td>
<td>-24.30</td>
<td></td>
<td>JP187592</td>
<td>ILASRADO</td>
</tr>
<tr>
<td>24-MAY-14</td>
<td>OFFICEMAX CT*IN#897948</td>
<td></td>
<td>24.30</td>
<td></td>
<td>JP187592</td>
<td>ILASRADO</td>
</tr>
<tr>
<td></td>
<td>Account Totals</td>
<td>0.00</td>
<td>94.67</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7071</td>
<td>Vendacard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-MAY-14</td>
<td>PS Copy Meter Reading</td>
<td></td>
<td>9.50</td>
<td></td>
<td>JP137374</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Totals</td>
<td>0.00</td>
<td>9.50</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7193</td>
<td>Telephone Tolls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-MAY-14</td>
<td>May Phone Charge</td>
<td></td>
<td>0.20</td>
<td></td>
<td>PH140531</td>
<td>20140531</td>
</tr>
<tr>
<td></td>
<td>Account Totals</td>
<td>0.00</td>
<td>0.20</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7198</td>
<td>Cellular Telephones</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-MAY-14</td>
<td>May Phone Charge</td>
<td></td>
<td>129.98</td>
<td></td>
<td>PH140531</td>
<td>20140531</td>
</tr>
<tr>
<td></td>
<td>Account Totals</td>
<td>0.00</td>
<td>129.98</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Detail Totals</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense Detail Totals</td>
<td>0.00</td>
<td></td>
<td>234.35</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET Detail Totals</td>
<td>0.00</td>
<td></td>
<td>-234.35</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Follow-up Training

Part 2 – Pilot Group Training (optional)

After previewing the documents, at the users request, OPB will provide small group/ one-on-one, hands on training as a follow-up to the information presented in this training. The follow-up training will further address:

• Application of knowledge gained in this training
• Document functionality
• ROADS functionality
• Other user questions, comments, and concerns
• Org hierarchy reports
Next Steps

Access Granted

- 6/10-13/2014: Online Access for Pilot Group – Preview Period
- 7/1/2014: Online Access for Pilot Group – Ongoing
- 7/1/2015: Online Access for other Campus Users and Burst Reports from ROADS

Optional Training

- 6/16-30/2014: Small Group /Individual Training with Pilot Group Users
  email deasley@richmond.edu to schedule

Feedback & Surveys

- Ongoing: Surveys will be provided to the pilot group at defined times to solicit feedback on the documents, system, etc.
  Survey for today’s training – link will be emailed
  www.surveymonkey.com/s/Y2XRW9
Conclusion

Documents still to come
  Position budgets
  Balance sheet reports
  Modifications to existing reports to create different views