



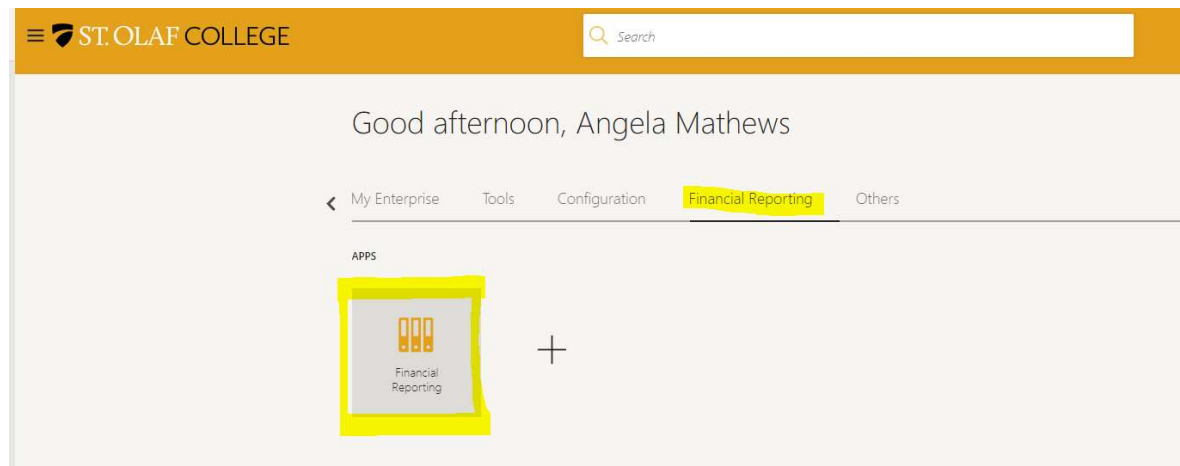
# Ole Information System Financial Reporting Software

# Budget Reporting Overview

There are 3 main reports you likely need to manage your budgets (4 if you use activity codes):

1. Budget-to-Actual Reports
2. Fund Balance Reports (if you manage funds in addition to the College's general operating allocation in fund 10000).
3. Transaction Reports (to see line item detail of what was spent or what revenues came in)
4. Activity Reports (only for those departments using activity code reporting)

You need to log into the Ole Information System and then go to "Financial Reporting" to see all of the Financial Reports



# TYPES OF FINANCIAL/BUDGET REPORTS (highlighted reports are the main reports budget managers should typically focus on)

St. Olaf Reporting Dashboard Home Catalog Favorites Dashboard

<p><b>A</b> Departmental Transaction Reports</p> <ul style="list-style-type: none"> <li>Budget and Transaction Details - Revenue and Expense Accounts (Recommended)</li> <li>Budget and Transaction Details - All Accounts (Use only if you need prepaids/deferred revenue)</li> <li>Payables Invoices</li> </ul> <p><b>D</b> PLT Level Reports</p> <ul style="list-style-type: none"> <li>PLT Budget Report - Summary by Division - General Operating Fund 10000</li> <li>Division Budget Report - Summary by Department - General Operating Fund 10000</li> </ul> <p><b>F</b> Activity Level Reports</p> <ul style="list-style-type: none"> <li>Activity Report</li> </ul> <p><b>G</b> System Reports</p> <ul style="list-style-type: none"> <li>Chart of Account Values</li> <li>Cost Center Manager Report</li> </ul> <p><b>I</b> Payroll Reports</p> <ul style="list-style-type: none"> <li>Student Work Study Report</li> </ul>	<p><b>J</b> Fund Balance Report - Single Fund look-up</p> <ul style="list-style-type: none"> <li>Fund Balance Report - Single Fund</li> </ul> <p><b>K</b> Fund Balance Report by Department</p> <ul style="list-style-type: none"> <li>Fund Balance Report - ALL FUNDS</li> <li>Academic Support, Student Support, Disability Support Fund Balance Listing</li> <li>Agency Fund Balance Listing</li> <li>Annual and General Funds Applied Directly to Department Budgets - Fund Balance Listing</li> <li>Athletics Fund Balance Listing</li> <li>College Ministry Fund Balance Listing</li> <li>Capital Gifts Fund Balance Listing</li> <li>Collaborative Undergraduate Research and Inquiry Fund Balance Listing</li> <li>Fine Arts Fund Balance Listing</li> <li>Flaten Art Museum Fund Balance Listing</li> <li>Humanities Fund Balance Listing</li> <li>Institute for Freedom and Community Fund Balance Listing</li> <li>Interdisciplinary and General Studies Fund Balance Listing</li> <li>IPAT and Start-Up Fund Balance Listing</li> <li>Kierkegaard Fund Balance Listing</li> <li>Library and IT Fund Balance Listing</li> </ul>	<p><b>M</b> Budget-to-Actual Reports - By Cost Center</p> <ul style="list-style-type: none"> <li>Departmental Detail Budget Report - General Operating Fund 10000</li> <li>Departmental Detail Budget Report - All Operating Funds (including grants, restricted funds, appropriated funds)</li> </ul> <p><b>N</b> Budget-to-Actual Reports - By Department</p> <ul style="list-style-type: none"> <li>Academic Advising Budget Report</li> <li>Admissions Budget Report</li> <li>Advancement - General Budget Report</li> <li>Alumni Budget Report</li> <li>Associate Provost Budget Report</li> <li>Athletics Division - All Funds</li> <li>Athletics Division - Fund 10000</li> <li>Auxiliary Budget Report</li> <li>Camps Conferences and Events Budget Report</li> <li>Community and Belonging Budget Report</li> <li>Equal Opportunity Budget Report</li> <li>Facilities Budget Report</li> <li>Fine Arts Budget Report</li> <li>Health, Counseling, Wellness Budget Report</li> <li>Human Resources Budget Report</li> </ul>
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**A – Use to see transactions charged against your budget**

B – Use if need prepaid exp/deferred rev transactions

C – Look up transactions by vendor or expense report

D – PLT report to see 1 page summary of each division

E – PLT member report to see 1 page summary of each dept

**F – Shows activity code summaries within your cost center**

G – Shows all Fund, Cost Center, Account and Activity #'s

H – Shows cost center managers (budget & approvals)

I – Your student workers - how much spent/left on work award

**J – Look up fund balance of 1 fund**

*Notes: this report is by fiscal year, not period – e.g., 2025; and you need to use magnifying glass to search for fund on next screen using an asterisk before and after the fund #*

**K – Shows all college funds and balances**

*Note: only use for this if you can't find your fund and want to search for it. Need to hit "expand all" to show all funds.*

**L – Report with all funds/balances for specific dept**

*Notes: excludes funds that are general use for the department that are already added to the operating budget in fund 10000. Cannot enter a future period, or will show 0's. Need to hit "expand all" button to see the lines of each fund.*

**M – Budget-to-Actual report - single cost center**

*Best report for areas that manage small # of cost centers. College operating allocation/fund 10000 only – this is what we hold you accountable for in the budget. You can typically just type in your cost center in the prompts, but if that errors out, you can search for it by clicking on the magnifying glass and searching for it on the next page.*

**N – Budget-to Actual report - single cost center – ALL FUNDS**

*Includes restricted fund revenues/expenditures. Might use this if you have to fill out an external report that asks how much you spent on a department, including restricted funds and gifts.*

**O – Budget-to-Actual reports by dept–multiple cost centers.**

*Best report for areas with lots of cost centers – has a drop down that shows each cost center individually. Also has summary pages (C-XXX) that summarizes the cost centers before it. The last page summarizes the entire department.*

# Running a Budget to Actual Report – Single Cost Center

Respond to Prompts - Google Chrome

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The following prompts have been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level

Prompt	Selection	Type	Source
Enter AccountingPeriod:	May-25	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center (e.g. 16112 or use magnifying glass to run all by dept):	16112	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1

Help OK Cancel Reset

- Budget-to-Actual Reports - By Cost Center**
- Departmental Detail Budget Report - General Operating Fund 10000
- Departmental Detail Budget Report - All Operating Funds (including grants, restricted funds, appropriated funds)

**NOTE:** You can usually just type your cost center into the box on the first prompt screen above, but there are a few cost centers that are also used as an activity code that will give you an error. If so, you can select your cost center by using the magnifying glass to search for it, using the steps below.

1. Hit magnifying glass on prompt screen
2. On next screen, type cost center in search bar and hit binoculars button
3. Select cost center on left and say "OK"
4. Select again on right and say "OK"

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level

Prompt	Selection	Type	Source
Enter AccountingPeriod:	May-25	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center (e.g. 16112 or use magnifying glass to run all by dept):	<input type="text"/>	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1

Help OK Cancel Res

**Members**

Available: Cost Center (1 of 1)

Find: Name    Use Wildcards  Case-Sensitive

Rows Per Page: 500

Name	Default	Name
Cost Center	Cost Center	

Selected:

Search Result

Name	Cost Center
<input checked="" type="checkbox"/> 16112	Cost Center\All Cost Center Values\16112
<input type="checkbox"/> [R_Cost_Center-CC_Base].[C0010].[C0020].[C0970].[C1050].[C1060].[16112]	Cost Center\R_Cost_Center-CC_Base[R_Cost_Center-CC_Base].[C0010][R
<input type="checkbox"/> [R_Cost_Center-CC_Base].[C0010].[C0020].[C0970].[C1050].[C1060].[16112]	Cost Center\R_Cost_Center-CC_Base[R_Cost_Center-CC_Base].[C0010][R

Help OK Cancel

Name	Default	Name
Cost Center	Cost Center	<input checked="" type="checkbox"/> 16112

# Running a Budget to Actual Report by Dept (Multiple Cost Centers)

1. Find your department under the "Budget-to-Actual Reports – By Department"
2. Enter the period (e.g. Apr-25) and hit "OK". It is case sensitive – First 3 letters of the month, with the first letter of the month capitalized, then dash, then last 2 digits of Calendar Year

Can export to excel here

Can expand to see a line for each account here

**St. Olaf Reporting Dashboard**

Departmental Transaction Reports  
 Budget and Transaction Details - Revenue and Expense Accounts (Recommended)  
 Budget and Transaction Details - All Accounts (Use only if you need prepaids/deferred revenue)  
 Payables Invoices  
 Journal Entries  
 Fixed Asset Register

PLT Level Reports

Fund Balance Report - Single Fund look-up  
 Fund Balance Report - Single Fund

Fund Balance Report by Department  
 Fund Balance Report - ALL FUNDS  
 Academic Support, Student Support, Disability Support Fund Balance Listing  
 Agency Fund Balance Listing  
 Annual and General Funds Applied Directly to Department Budgets - Fund Balance Listing

Budget-to-Actual Reports - By Cost Center  
 Departmental Detail Budget Report - General Operating Fund 10000  
 Departmental Detail Budget Report - All Operating Funds (including grants, restricted funds, appropriated funds)

**Budget-to-Actual Reports - By Department**

Academic Advising Budget Report  
 Admissions Budget Report  
 Advancement - General Budget Report  
 Alumni Budget Report

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HTML Preview

**ST. OLAF COLLEGE**

**Departmental Detail Budget Report - General Operating Fund**  
 YTD amounts as of Apr-24

Working Budget [All Fund Values][10000] Activity Future Use 1 Future Use 2 Interfund YTD

Pages: 16112-Business Office  
 16112-Business Office  
 Total  
 16410-Undentified Accounts -Tempora  
 16411-PCard and AP Revenue/Fees  
 C1060-Business Office  
 10514-Loan Clearing Account  
 10515-Cash Advance-Employees  
 16108-Payroll Department  
 C1070-Payroll Department  
 16113-Student Accounting Payments  
 16124-Student Accounting Office  
 16510-Bad Debt Allowance  
 C1080-Student Accounts  
 C1050-Business

Operating Revenues

Net Comprehensive Fee Revenue

R0011-Operating Revenue (L3)

Operating Expenses

E0030-Faculty Wages (L1)  
 E0035-Staff Wages (L1)  
 E0045-Other Wages (L1)  
 E0055-Student Wages (L1)  
 E0060-Benefits (L2)  
 E0110-Office Supplies, printing, postage  
 E0105-Computer/Media/Telecom  
 E0115-Advertising/Memberships/Hospitality/Misc  
 E0090-Travel and Meals (L1)

Total Compensation

YTD % Bud

Department	YTD	Budget	% Bud		
16112-Business Office	7,700.00	8,274.29	1,425.71	81.48%	7,159.79
16112-Business Office	131,720.00	126,785.07	4,964.93	96.23%	139,207.88
16410-Undentified Accounts -Tempora					
16411-PCard and AP Revenue/Fees				0.00%	
C1060-Business Office				0.00%	
10514-Loan Clearing Account				0.00%	
10515-Cash Advance-Employees					
16108-Payroll Department				0.00%	
C1070-Payroll Department	89,253%				
16113-Student Accounting Payments	56.24%				
16124-Student Accounting Office	62.01%				
16510-Bad Debt Allowance	93.88%				
C1080-Student Accounts	77.42%				
C1050-Business	788.73%				
Total	2,600.00	2,318.01	81.99	96.95%	1,569.22

Respond to Prompts - Google Chrome

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The following prompt has been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level

Prompt: Selection  
 Enter: Apr-25  
 AccountingPeriod: Apr-25

Type: Report  
 Source: Alumni Budget Report  
 Grid: All

Help OK Cancel Reset

Can see each cost center here (if exported to excel, it will create a tab for each of these). CXXXX are summaries of the cost centers before it. The last CXXX summarizes all of the cost centers in the report (entire dept summary).

# How to Read your Budget-to-Actual Report

Can export to excel here

HTML Preview

Can expand to see a line for each account here (or collapse again if expanded)

Expand All

Since this report was ran for April 2025, this column shows how much was spent last fiscal year through April 2024

This column shows how much was spent the entire last fiscal year.

- Compensation Notes:
- Only need to monitor "other" and "student" wages. Finance Office oversees faculty/staff/benefit lines.
  - Student work - Can expand student work line to see breakdown of academic year and summer. Note for academic year student work - need to add all federal/state/college actual lines together to see total academic year spend (all budget is in 53000, but actuals are in various lines that all count against the budget!).

**St. Olaf College**  
**Departmental Detail Budget Report - General Operating Fund 10000**  
 YTD amounts as of **Apr-25**

Working Budget [All Fund Values],[10000] Activity Future Use 1 Future Use 2 Interfund YTD

Pages: [ ]

	Current Year				Prior Year				Total Yr
	Total Budget	Actuals	Variance	YTD % Bud	Total Budget	Actuals	Variance	YTD % Bud	
<b>Operating Revenues</b>									
Net Comprehensive Fee Revenue	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
<b>Operating Expenses</b>									
▶ E0030-Faculty Wages (L1)	658,030.00	475,702.90	182,327.10	72.29%	651,810.00	407,826.44	243,983.56	62.57%	606,822.48
▶ E0035-Staff Wages (L1)	70,030.00	75,108.43	-5,078.43	107.25%	54,590.00	49,643.37	4,946.63	90.94%	54,192.54
▶ E0045-Other Wages (L1)	11,640.00	-1,197.94	12,837.94	-10.29%	11,640.00	7,960.15	3,679.85	68.39%	8,890.68
▶ E0055-Student Wages (L1)	43,630.00	36,595.58	7,034.42	83.88%	43,630.00	38,379.84	5,250.16	87.97%	50,799.62
▶ E0060-Benefits (L2)	202,420.00	149,854.58	52,565.42	74.03%	227,670.00	147,569.14	80,100.86	64.82%	214,649.39
<b>Total Compensation</b>	<b>985,750.00</b>	<b>736,063.55</b>	<b>249,686.45</b>	<b>74.67%</b>	<b>989,340.00</b>	<b>651,378.94</b>	<b>337,961.06</b>	<b>65.84%</b>	<b>935,354.71</b>
▶ E0110-Office Supplies, printing, postage	20,310.00	27,758.79	-7,448.79	136.68%	20,310.00	3,969.89	16,340.11	19.55%	19,758.63
▶ E0115-Advertising/Memberships/Hospitality/Misc	21,635.00	9,752.14	11,882.86	45.08%	12,390.00	7,796.27	4,593.73	62.92%	8,540.37
▶ E0090-Travel and Meals (L1)	5,550.00	9,565.44	-4,015.44	172.35%	5,550.00	7,310.73	-1,760.73	131.72%	11,985.03
▶ E0050-Contract, Professional Services, Insurance, and Taxes (L1)	2,150.00	596.04	1,553.96	27.72%	1,150.00	1,140.36	9.64	99.16%	1,140.36
▶ E0070-Food Services (L1)	1,720.00	1,414.21	305.79	82.22%	1,720.00	2,362.02	-642.02	137.33%	3,269.27
▶ E0130-Facilities, Repairs, Maintenance (L1)	1,110.00	203.96	906.04	18.37%	2,110.00	60.80	2,049.20	2.88%	60.80
▶ E0135-Utilities	1,500.00	718.26	781.74	47.88%	1,500.00	887.88	612.12	59.19%	1,014.63
<b>Total Non-Compensation</b>	<b>X 53,975.00</b>	<b>50,008.84</b>	<b>3,966.16</b>	<b>92.65%</b>	<b>44,730.00</b>	<b>23,527.95</b>	<b>21,202.05</b>	<b>52.60%</b>	<b>45,789.09</b>
▶ E0145-Transfers and Allocations	Y -19,465.00	-11,060.00	-8,405.00	56.82%	-8,110.00	-4,190.00	-3,920.00	51.66%	-8,105.72
<b>Total Transfers, Depreciation and Interest</b>	<b>-19,465.00</b>	<b>-11,060.00</b>	<b>-8,405.00</b>	<b>56.82%</b>	<b>-8,110.00</b>	<b>-4,190.00</b>	<b>-3,920.00</b>	<b>51.66%</b>	<b>-8,105.72</b>
<b>Total Non-Compensation, Transfers, Depreciation and Interest</b>	<b>Z 34,510.00</b>	<b>38,948.84</b>	<b>-4,438.84</b>	<b>112.86%</b>	<b>36,620.00</b>	<b>19,337.95</b>	<b>17,282.05</b>	<b>52.81%</b>	<b>37,663.37</b>
<b>Total Expenses - General Operating Fund</b>	<b>1,020,260.00</b>	<b>775,012.39</b>	<b>245,247.61</b>	<b>75.96%</b>	<b>1,025,960.00</b>	<b>670,716.89</b>	<b>355,243.11</b>	<b>65.37%</b>	<b>973,018.08</b>
<b>Net change from Operations - General Operating</b>	<b>-1,020,260.00</b>	<b>-775,012.39</b>	<b>-245,247.61</b>	<b>75.96%</b>	<b>-1,025,960.00</b>	<b>-670,716.89</b>	<b>-355,243.11</b>	<b>65.37%</b>	<b>-973,018.08</b>

- X = Total budgeted amount of non-comp. Includes both the college allocation + annual fund or other restricted funds automatically added to the dept's budget
- Y = Amount of annual fund or other restricted funds being transferred in to fund part of the above budget – already included in the X/Green line above.
- Z = Amount of the non-comp budget funded by the college's general operating fund 10000

## Running a Fund Balance Report – Single Fund

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter Fiscal Year (e.g. 2025):	2025	Report	Report: Fund Balance Report - Single Fund Grid: Grid1
Enter Fund (use magnifying glass and search for fund on next screen using *48040*):		Report	Report: Fund Balance Report - Single Fund Grid: Grid1

Buttons: Help, OK, Cancel, Reset

This report goes by fiscal year (e.g., 2025)

Unfortunately, you cannot type the fund in on this prompt screen. Use the magnifying glass to search for the fund number.

**Members**

Available: Fund (1 of 1)

Find: Name   Use Wildcards  Case-Sensitive

Selected: Rows Per Page: 20

Rows Per Page: 500

Name	Name

Buttons: Fund, Search

**Note Asterisk before and after fund to search for it, and then hit the binoculars button**

To search, it works best to put an asterisk before and after the fund you are searching for. E.g. \*48040\*

Then hit the binoculars to find the fund

Search Result

	Name	
<input checked="" type="checkbox"/>	[All Fund Values],[48040]	Fund\All Fund Values\[All Fund Values],[48040]
<input type="checkbox"/>	[Fund-Fund_Base],[F0000],[F0010],[F0140],[F0150],[F0220],[48040]	Fund\Fund-Fund_Base\[Fund-Fund_Base],[F0000]\[Fund-Fund_Be
<input type="checkbox"/>	[Fund-Fund_Current],[F0000],[F0010],[F0140],[F0150],[F0220],[48040]	Fund\Fund-Fund_Current\[Fund-Fund_Current],[F0000]\[Fund-Fui

Buttons: Help, OK, Cancel

You'll need to select the fund on the left and click "OK".

It will then pull the fund to the right and you need to select again and click "OK" again.

Name	Default	Name
Fund	Fund	<input checked="" type="checkbox"/> [All Fund Values],[48040]

Buttons: Help, OK, Cancel

Academic Support, Student Support, Disability Support Fund Balance Listing

It will bring you back to the first screen with the fund populated, and then you can click "OK" to run.

# How to Read the Fund Balance Report – Single Fund

Typically focus on the actual column. The very last number (circled amount for “ending balance with remaining endowment allocation”) is the remaining amount available to spend for the fiscal year.

Budget column can be helpful to assess if there might be other remaining expenses committed for the rest of the year. In this example, there are wages charged to the fund, so it is likely there will be \$27,965 more wages charged to the fund for remainder of the year, so the full \$33,111.05 might need to be reduced by that. There is also a \$14,500 transfer budgeted from this fund. If that transfer happens, that will also reduce the balance available for the year.

Unused funds roll forward to the following year.

Current Balance in Oracle (negative = money available; positive = overspent.)

Amount remaining to spend this fiscal year after accounting for remaining endowment earnings (negative = money available; positive = overspent.)



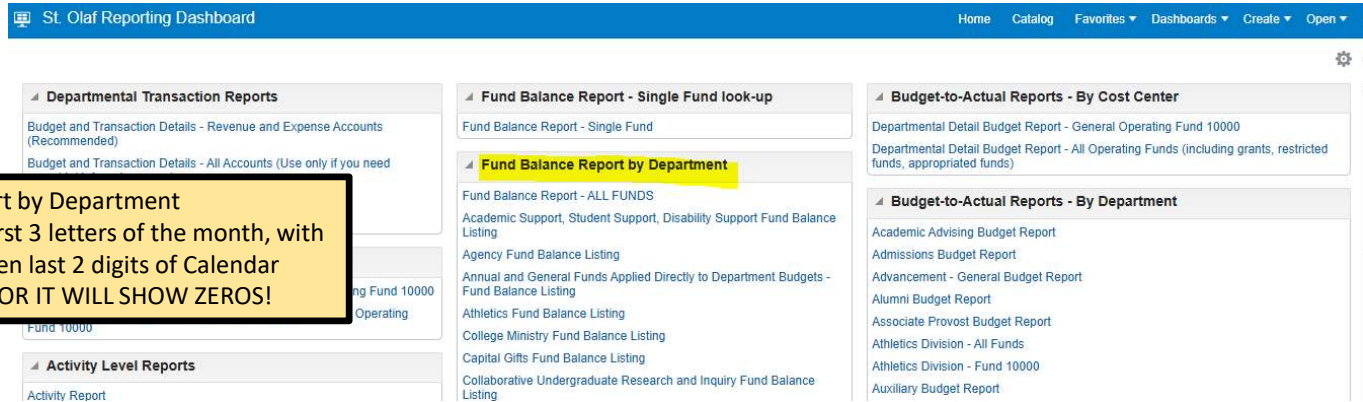
## St. Olaf College Fund Balance Report - Single Fund YTD amounts as of 2025

St Olaf College All Activity Values All Future Use 1 Values All Future Use 2 Values All Interfund Values YTD USD Total			
	2025		
	Actual	Working Budget	Variance
Beginning Balance	-2,107.42	-2,107.42	0.00
+ Gifts			
+ Endowment Income			
▶ R0130-Endowment Income Allocated for Operations (L1)	-139,824.80	-167,789.75	-27,964.95
<b>Total Endowment</b>	<b>-139,824.80</b>	<b>-167,789.75</b>	<b>-27,964.95</b>
+ Other Income			
- Compensation			
▶ E0020-Wages (L2)	104,588.92	115,360.00	10,771.08
▶ E0060-Benefits (L2)	31,662.86	33,820.00	2,157.14
<b>Total Compensation</b>	<b>136,251.78</b>	<b>149,180.00</b>	<b>12,928.22</b>
- Non-Comp Expenses			
▶ E0100-Non-Compensation Expenses (L2)	534.34	0.00	-534.34
<b>Total Non-Comp Expenses</b>	<b>534.34</b>	<b>0.00</b>	<b>-534.34</b>
Transfers			
▶ E0145-Transfers and Allocations	0.00	14,500.00	14,500.00
<b>Total Transfers</b>	<b>0.00</b>	<b>14,500.00</b>	<b>14,500.00</b>
Ending Balance	-5,146.10	-6,217.17	-1,071.07
Endowment - remaining year budgeted			-27,964.95
Ending Balance with remaining endowment allocation			-33,111.05

Export In Query-Ready Mode

Note: The endowment remaining amount is calculated based on the budgeted endowment earnings, less what has already been allocated for the year. If more gifts have come into the endowed fund during the year, the amount available to spend could potentially be higher than shown on the report.

# How to Run and Read the Fund Balance Report by Dept



1. Find your department under the "Fund Balance Report by Department"
2. Enter the period (e.g. Apr-25). It is case sensitive – First 3 letters of the month, with the first letter of the month capitalized, then dash, then last 2 digits of Calendar Year. NOTE – YOU CANNOT ENTER A FUTURE PERIOD OR IT WILL SHOW ZEROS!

The last column is the amount you have remaining to spend this fiscal year. Note: This report excludes funds that are general use for the department that are already added to the operating budget in fund 10000. This report is focused on funds for specific uses that the department should be managing outside of their general budget.

Can export to excel here

Need to either "expand all" or hit arrow to expand and show all of the funds.

HTML Preview

St. Olaf College  
Fund Balance Report - Multiple Fund Balance Listing  
YTD amounts as of Apr-25

St Olaf College All Cost Center Values All Activity Values All Future Use 1 Values All Future Use 2 Values All Interfund Values YTD

	Opening Balance	Gifts	Endowment Income	Other Income	Compensation	Non-Comp Expenses	Transfers	Current Ending Balance YTD	Estimated Remaining Yr endowment	Balance with remaining endowment budget
▼ F0178-Restricted Fund - Campus Ministries	-129,363.79	-8,100.00	-204,648.74	0.00	160,940.67	88,311.12	948.00	-91,912.74	-40,917.85	-132,830.59
43400-Knutson, Philip N.	-59,392.27	0.00	-31,650.70	0.00	0.00	30,247.00	0.00	-60,795.97	-6,330.02	-67,125.99
44002-Staley Foundation Grant	-9,862.11	0.00	-1,298.70	0.00	0.00	11,627.59	0.00	466.78	-259.69	207.09
45111-Mattila-Jacobsen End for Spirt	-11,651.01	0.00	-15,235.60	0.00	0.00	14,074.69	-334.00	-13,145.92	-3,047.08	-16,193.00
45112-Boe Chapel	-7,295.32	-300.00	-2,214.20	0.00	0.00	3,638.29	0.00	-6,171.23	-442.88	-6,614.11
45115-Lb-H B Hanson Endowed Chaplain	-121.72	0.00	-135,962.40	0.00	160,940.67	0.01	0.00	24,856.56	-27,192.52	-2,335.96
45400-Student Special Assistance	-1,032.00	0.00	0.00	0.00	0.00	0.00	1,032.00	0.00	0.00	0.00
45410-AF - Campus Ministry (15111)	-400.00	-300.00	0.00	0.00	0.00	123.54	250.00	-326.46	0.00	-326.46
46100-Cleven Seminary Grants	-506.00	-7,500.00	0.00	0.00	0.00	7,500.00	0.00	-506.00	0.00	-506.00
46102-Glesne, Ole - Seminary Fund	-39,103.36	0.00	-18,287.14	0.00	0.00	21,100.00	0.00	-36,290.50	-3,645.66	-39,936.16

Current Balance in Oracle (negative = money available; positive = overspent.)

Amount remaining to spend this fiscal year after accounting for remaining endowment earnings (negative = money available; positive = overspent.)

# How to Run a Transaction Detail Report

Budget Reports

Prompts | YTD Balances | PTD Balances | Transactions

Budget Year: 2025.00 **2**

Budget Period Name: --Select Value--

Fund: --Select Value--

Cost Center: --Select Value--

Account:  10001

Activity:  10267

Balance Type:  10268

10269

10270

10271

Search... **3a**

Select Values

Available

Name Contains: 16112 **3b**

Match Case

16112

>

>>

<

<<

OK Cancel

1

Departmental Transaction Reports

Budget and Transaction Details - Revenue and Expense Accounts (Recommended)

Budget and Transaction Details - All Accounts (Use only if you need prepaids/deferred revenue)

Payables Invoices

Fixed Asset Register

PLT Level Reports

Fund Balance Report - Single Fund look-up

Fund Balance Report - Single Fund

Budget-to-Actual Reports - By Cost Center

Departmental Detail Budget Report - General Operating Fund 10000

Fund Balance Report - ALL FU

Academic Support, Student Su

Agency Fund Balance Listing

Budget Reports

Prompts | YTD Balances | PTD Balances | Transactions **5**

Budget Year: 2025.00

Budget Period Name: --Select Value--

Fund: --Select Value--

Cost Center: 16112

Account: --Select Value--

Activity: --Select Value--

Balance Type: --Select Value--

**4** Apply Reset

1. Select the "Budget and Transaction Details – Revenue and Expense Accounts Report"
2. Select the year (or period, if preferred)
3. Select any of the criteria you want to see. You can select all of the criteria, or just one if you want to see multiple accounts, etc. For example, you could select only a certain fund if you want to see all transactions charged to a fund. You could select just one cost center and see all transactions within that cost center. You can select just an activity to see all things charged to an activity code that might be in multiple funds or cost centers. You can select multiple cost centers if you want to run a few on the same report.
4. Hit "Apply"
5. Hit the "Transactions" tab to see the transactions.
6. You can export the transactions to excel.

fault	Expenditure	Reservation	Invoice	GOODNEY & ETTER PA	7281	7281
lit	Expenditure	Reservati	Formatted	PDF		Jun-24 f

Refresh - Print - Export - Copy

6

A large, stylized graphic of the word 'YAH!' in a bold, outlined font, tilted slightly to the right. The letters are white with a dark outline. Three small, dark blue lion rampant icons are placed vertically along the right side of the 'YAH!' text.

## BUDGET CONTACTS

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