

How do I know how much I have left in my Annual Operating Budget?

To check your operating fund balance, use the following steps (Screen shots included below):

1. Select **Finance Reporting** from the FAST applications list. (go to: <https://fast.unbc.ca/FAST/DesktopDefault.aspx>)
2. On the menu bar at the top left corner of the page, choose “**Operating Statement report**” option.
3. From the “**Summary by Acct Detail**” option in the drop down menu, select “**Current Year**”.
4. Check to ensure “1 – University of Northern BC” is entered in the Chart filter box; if not use the green + button to select
5. Enter fund number in **Fund** filter box and your org number in the **Orgn** filter box. (Both fund & orgn must be entered; if you have access to multiple orgn’s and do not enter information in the **Orgn** filter box, the total for all areas will show in the report.
6. Ensure fiscal period is set to current month. Click magnifying glass beside filter box and select current month from list, if needed.
7. Execute report.
8. Your available fund balance is located at the bottom of the resulting report, indicated by the amount showing in the “**Budget Available**” column on the “**Total Revenues Less Expenses and Transfers**” line.

Note:

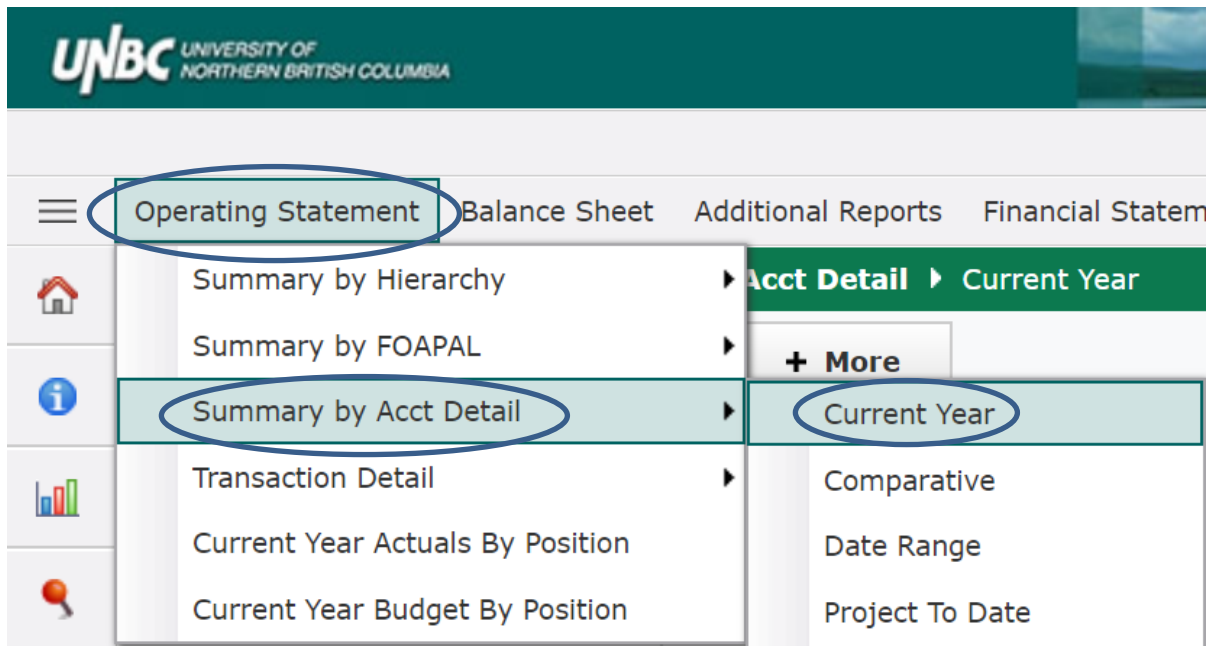
If your results indicate “There are no records available for the filters selected”, this means there has been no activity in the queried fund in the current fiscal year.

Change your fiscal period back to the previous Mar-xxxx (Year End) to look at the previous fiscal year. You may need to do this several times if the fund has been dormant for a number of years.

Step 1: Click on “Finance Reporting” (at: <https://fast.unbc.ca/FAST/DesktopDefault.aspx>)



Steps 2 & 3: Click on Operating Statement, place cursor on Summary by Acct Detail, and click on Current Year.



Steps 4 - 7: If you do not know your fund or org number, you can find it by clicking on the magnifying glass icon below the Fund and Orgn filter boxes and choosing the correct one from the list that appears. Click on the green “Execute Report” button after selecting the correct fund, orgn and fiscal period to view the report.

The screenshot shows the 'Finance Reporting' interface with the following components and callouts:

- Header:** Finance Reporting | Summary by Acct Detail | Current Year (Data as of)
- Navigation:** Filter Options | Report Results | Help | More
- Filter Options:**
 - Chart:** 1 - University of Northern BC. Callout (4) points to the green '+' icon.
 - Index:** Empty field.
 - Fund:** 10100. Callout (5a) points to the magnifying glass icon.
 - Orgn:** 4150. Callout (5b) points to the magnifying glass icon.
 - Acct:** Empty field.
 - Prog:** Empty field.
 - Fund Type:** Empty field.
 - Actv:** Empty field.
 - Locn:** Empty field.
 - Fiscal Period:** Mar-2002 (Year End). Callout (6) points to the magnifying glass icon.
 - Fund Fin. Manager:** Empty field.
 - Orgn Fin. Manager:** Empty field.
 - Acct Type:** Empty field.
- Buttons:** Save As... | Clear Filter Options | Execute Report. Callout (7) points to the Execute Report button.

(4) If “1 – University of Northern BC” is not showing in this box click green “+” to select

(5a) Enter fund # here and press Enter or click green “+”; use magnifying glass to find your fund if needed

(6) Click on this magnifying glass to select a different period from the list (if needed) then double-click on the desired period

(5b) Enter orgn # here and press Enter or click green “+”; use magnifying glass to find your orgn if needed

(7) Click this button to view your report

Step 8: The amount in the “Budget Available” column represents your actual activity to date relative to your annual budget allocation, as at the Fiscal Period selected in step 6. The various account groupings (5000, 6000, 7000, 8000, and 9000 series) should be reviewed discretely. See additional comments below regarding identifying how much you have left in your budget.

Acct	Title	Mar-2002 Month Actual	Mar-2002 YTD Actual	O/S Commitments	YTD Total Activity	Annual Budget	Budget Available	Budget Fav/Unfav
REVENUES								
5891	ICR - Vehicle Rental	0	1,620	0	1,620	0	1,620	
	Subtotal	0	1,620	0	1,620	0	1,620	
	Total Revenues	0	1,620	0	1,620	0	1,620	
LABOUR								
6111	Salaries - Regular	0	26,202	0	26,202	23,240	-2,962	
6115	Salaries - Faculty	0	86,783	0	86,783	88,964	2,180	
6118	Salaries - Stipends	0	2,875	0	2,875	2,500	-375	
6137	Wages - Res Asst - UGrad - Domestic	0	0	0	0	17,000	17,000	100% F
	Subtotal	0	115,860	0	115,860	131,703	15,843	12% F
BENEFITS								
6201	Pension Expense	0	10,417	0	10,417	22,388	11,971	53.5% F
6202	Dental Expense	0	1,754	0	1,754	0	-1,754	U
6203	Extended Health Care	0	1,754	0	1,754	0	-1,754	U
6204	Vision (Closed)	0	0	0	0	0	-532	U
6205	A.D. & D.	0	0	0	0	0	-49	U
6206	Employee Assistance Pr	0	0	0	0	0	-112	U
6211	E.I. Expense	0	0	0	0	0	-1,722	U
6212	W.C.B. Expense	0	0	0	0	0	-232	U
6213	C.P.P. Expense	0	0	0	0	0	-2,399	U
6221	Vacation Pay Expense	0	0	0	0	0	-1,631	U
6222	Medical Services Plan	0	1,144	0	1,144	0	-1,144	U
6223	Life Insurance	0	403	0	403	0	-403	U
	Subtotal	0	21,122	0	21,122	22,388	1,266	5.7% F
	Total Labour	0	136,982	0	136,982	154,091	17,109	11.1% F
EXPENDITURES								
7021	Postage	0	55	0	55	0	-55	U
7026	Freight Charges	0	51	0	51	0	-51	U
7041	Supplies - General	0	31	0	31	1,917	1,886	98.4% F
7043	Supplies - Stationery	0	9	0	9	0	-9	U
7044	Supplies - Printing	0	25	0	25	0	-25	U
7046	Supplies - Computer/Printer/Fax	0	867	0	867	0	-867	U
7047	Supplies - Photocopier Usage	0	101	0	101	0	-101	U
7061	Vehicle Maintenance	0	209	0	209	0	-209	U
7151	Travel - Students/Speakers/Lecturer	0	110	0	110	0	-110	U
7201	Meeting Expense	0	241	0	241	0	-241	U
7222	Printing & Publication Expense	0	0	0	0	2,000	2,000	100% F
7225	Books & Publications	0	255	0	255	0	-255	U
7247	Research Supplies	0	0	0	0	2,000	2,000	100% F
7278	Insurance	0	1,402	0	1,402	0	-1,402	U
7313	Computer Software	0	926	0	926	3,000	2,074	69.1% F
7314	Computer Equipment	0	1,816	0	1,816	2,000	184	9.2% F
7317	Research Equipment	0	177	0	177	5,000	4,823	96.5% F
7681	Telephone Rental and Service	0	300	0	300	0	-300	U
7682	Telephone & Fax Long Distance	0	84	0	84	0	-84	U
7912	Travel - Conference	0	5,602	0	5,602	15,000	9,398	62.7% F
7915	Travel - Meeting	0	1,575	0	1,575	5,000	3,425	68.5% F
7916	Travel - Research	0	0	0	0	22,110	22,110	100% F
7932	Conference Fees	0	348	0	348	0	-348	U
7934	P.D. - Faculty	0	683	0	683	0	-683	U
7936	Training / Courses	0	0	0	0	1,000	1,000	100% F
	Subtotal	0	14,869	0	14,869	59,027	44,158	74.8% F
CAPITAL EXPENDITURES								
8220	Capital Equip - Computer	0	2,212	0	2,212	0	-2,212	U
8225	Capital Equip - Audio Visual	0	2,874	0	2,874	0	-2,874	U
8245	Capital Equip - Mobile	0	37,063	0	37,063	0	-37,063	U
	Subtotal	0	42,149	0	42,149	0	-42,149	0% U
	Total Expenditures	0	151,851	0	151,851	59,027	2,009	
TRANSFERS								
9209	Transfer	0	0	0	-207,300	-207,300	0	
	Subtotal	0	0	0	-207,300	-207,300	0	
	Total Tr	0	0	0	-207,300	-207,300	0	
	Total All	0	14,920	0	-13,300	5,818	19,118	328.6% F
	Total Revenue less Expenses and Transfers	0	14,920	0	14,920	-5,818	20,738	356.4% F

This column shows your annual budget allocation

A positive number here means you have received more revenue than you budgeted. (A negative number means you have not met your revenue target.)

This is the total amount of salary budget left in the current fiscal. (A negative number would indicate you have overspent your budget.)

This is the total amount of operating expense (non-salary) budget left in the current fiscal. (A negative number would indicate you have overspent your budget.)

A zero in this column means the actuals equal the budget. (You are exactly on target.)