ANTELOPE VALLEY COLLEGE

Argos Financial Reports for Executives & Fund Managers

Log into Argos
Under the Fund Manager's Folder titled: **FM-Fund Managers**

Reports:

Budget to Actuals Executive Summary Report

Executive Summary Budget to Actuals by Org Code
This report shows an executive summary of budget to actuals for divisions and departments and is most commonly used for the district unrestricted budget.

Click Run Report. Enter the data elements you want to see, e.g., fiscal year, fiscal period is to fiscal period, fund type and account level. Click magnifying glass icon at the top. The other icons at the top allow you to save, email the report or print.

Snippet of report: All Unrestricted Funded Organizations

ANTELOPE VALLEY COLLEGE BUSINESS SERVICES   9/14/2016

Budget to Actuals

| | | Revenue | | Expense | | | | |
		Budget	Actuals	Budget	Actuals	Encumbrance	Reservations	Total
00000	District	0.00	695,526.65	58,926,208.66	0.00	0.00	0.00	0.00
11000	President's Office	0.00	0.00	198,484.82	96,265.77	16,407.86	0.00	112,673.63
11030	Human Resources	0.00	0.00	313,976.93	158,945.73	188,841.05	2,880.84	350,667.62
11031	Disaster Preparedness	0.00	0.00	227,500.00	165.00	3,196.14	0.00	3,361.14
11032	Risk Management	0.00	0.00	746,171.70	736,127.90	115.00	0.00	736,242.90
11033	ADA Compliance	0.00	0.00	55,000.00	4,997.50	19,415.00	887.35	25,299.85

Executive Summary Budget to Actuals by Fund Code

This report shows an executive summary of budget to actuals and is most commonly used for grants and categorical programs & capital projects.

Account Levels:

05 = Revenue

06 = Salary & Benefits

07 = Operational Expenditures (Non Salary & Benefits)

Snippet of report: All Grants & Categorical Programs

9/14/2016

Budget to Actuals

		Revenue		Expense				
		Budget	Actuals	Budget	Actuals	Encumbrance	Reservations	Total
32000	Restricted Benefits	0.00	0.00	2,693,193.42	0.00	0.00	0.00	0.00
32010	Federal Workstudy	0.00	0.00	0.00	43,861.42	0.00	0.00	43,861.42
32020	TANF Federal	0.00	0.00	75,844.49	12,726.76	0.00	0.00	12,726.76
32030	PERKINS IV	0.00	0.00	537,577.00	1,320.21	2,930.84	0.00	4,251.05
32040	STEM COOP P031C110009	0.00	0.00	445,342.50	92,356.07	453,384.22	6,510.97	552,251.26
32041	STEM SOLO P031C110091	0.00	177,900.00	832,035.13	22,738.14	315,133.35	212.55	338,084.04
32055	TITLE V 1st Year	0.00	0.00	345,054.60	158,725.26	52,721.87	0.00	211,447.13

Monthly Spend Plan by Fund Code

This report shows the budget by fund and account code, total expenditures & encumberances and monthly tracking of expenditures report. This report can be downloaded to excel and used f or planning scenarios for remaining expenditures until the end of the fiscal year. This report is commonly used for grants and categorical programs.

Snippet of report: TANF Federal Categorical Program

ANTELOPE VALLEY COLLEGE BUSINESS SERVICES
Fund Managers Report

Fiscal Year: 16   Fund(s): 32020   9/14/2016
Record Count: 132

Acct #	Description	Budget	Encumbra	Expenses	Remainin Balance	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
3520	State Unemploy-	114	0	112	1	3	9	10	11	11	10	9	9	9	12	3	16
3531	State Unemploy-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3620	W/C Other	3,380	0	3,380	0	0	74	741	454	442	384	354	354	354	354	361	(494)
3630	W/C Other	7	0	7	0	0	0	0	0	0	0	0	7	0	0	0	0
3999	Benefits-Error	0	0	0	0	34	2,967	(610)	(2,358)	0	59	0	(93)	0	0	0	0
3000	**Total**	**58,849**	**0**	**58,849**	**0**	**207**	**7,420**	**5,894**	**5,162**	**6,378**	**6,184**	**5,993**	**5,946**	**5,993**	**6,093**	**5,852**	**(2,273)**
	Supplies																
4305	Instructional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4500	Non-Instructional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4530	Warehouse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4562	Non Cap	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4000	**Total**	**0**	**0**	**0**	**0**	**207**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
-																	
	Grand Total	**303,436**	**0**	**297,717**	**5,719**	**207**	**27,879**	**29,460**	**29,700**	**30,265**	**27,346**	**25,148**	**25,101**	**25,148**	**25,248**	**25,390**	**32,544**
	FY: 16			Fund(s): 32020					Record Count: 132								9/14/2016

Monthly Spend Plan by Org

This report shows the budget by Org and account code, total expenditures & encumberances and monthly tracking of expenditures report. This report can be downloaded to excel and used for planning scenarios for remaining expenditures until the end of the fiscal year. This report is commonly used for the district unrestricted budget, such as the Dean of Enrollment, Facilities Planning, Library, Learning Center, etc.

Snippet of report. Example: Board of Trustees Account (All funding sources)

ANTELOPE VALLEY COLLEGE BUSINESS SERVICES
Fund Managers Report

Fiscal Year: 16   Organization(s): 11200   9/14/2016
Record Count: 15

Acct #	Description	Budget	Encumbra	Expenses	Remainin Balance	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
5720	Election Costs	647,132	0	692,132	(45,000)	0	0	0	0	0	0	0	0	0	647,132	0	45,000
5000	Total	692,274	0	692,274	0	0	0	0	0	0	0	0	0	25	647,157	117	44,975
	Other Outgoing																
7900	Reserve for	2,083	0	0	2,083	0	0	0	0	0	0	0	0	0	0	0	0
7000	Total	2,083	0	0	2,083	0	0	0	0	0	0	0	0	0	0	0	0
	Grand Total	796,338	0	771,574	24,764	0	6,900	6,900	7,000	6,999	7,800	7,875	5,868	5,474	653,482	6,172	57,104

FY: 16   Organization(s): 11200   Record Count: 15   9/14/2016

Monthly Spend Plan by Program

This report shows the budget by Program and account code, total expenditures & encumberances and monthly tracking of expenditures report. This report can be downloaded to excel and used for planning scenarios for remaining expenditures until the end of the fiscal year. This report is commonly used to track various programs, such as biology, English, ceramics, etc.

Snippet of report. Example: Information Technology (All funding sources)

ANTELOPE VALLEY COLLEGE BUSINESS SERVICES
Fund Managers Report

Fiscal Year: 16   Program(s): 678000   9/14/2016
Record Count: 97

Acct #	Description	Budget	Encumbra	Expenses	Remainin Balance	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
6440	Software	250,000	0	46,244	203,756	0	0	0	0	0	0	0	0	0	6,000	11,166	29,078
6550	Computers &	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6000	Total	1,402,075	0	514,465	887,610	349,970	0	0	0	0	0	0	352,075	0	85,186	27,738	49,465
	Grand Total	4,655,901	0	4,511,805	144,097	349,970	302,438	227,461	366,046	623,215	348,927	207,357	566,383	266,115	287,341	238,791	727,760

FY: 16   Program(s): 678000   Record Count: 97   9/14/2016

Monthly Spend Plan by Fund/Org/Program

This report shows the budget by any specific element that you would like to see a specific funding source that involves the Fund, Org & Program. An example of usefulness is if a division would like to see the budget & expenditures/encumberances for one time funded facilities grounds support.

Snippet of report: One Time Funded/Business Services/Fiscal Services Only

ANTELOPE VALLEY COLLEGE BUSINESS SERVICES
Fund Managers Report

FY: 16   Fund Code(s): 00005   Program(s): 672000   Organization(s): 14020   9/14/2016
Record Count: 14

Acct #	Description	Budget	Encumbra	Expenses	Remainin Balance	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
5710	Audit Services	19,700	0	19,700	0	0	0	0	0	0	0	0	0	0	0	19,700	0
5000	Total	79,700	0	71,205	8,495	115	0	0	0	0	0	0	0	0	20,500	40,879	9,826
Capital Outlay																	
6400	Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6000	Total	0	0	0	0	115	0	0	0	0	0	0	0	0	0	0	0
	Grand Total	87,269	0	79,333	7,935	115	7,391	0	0	0	145	0	(106)	0	20,797	40,879	10,113

FY: 16   Fund(s): 00005   Program(s): 672000   Organization(s): 14020   Record Count: 14   9/14/2016

Report in work:

Personnel actuals by person & account code to identify salary and individual benefit expenditures.

Note: This will not include journal entries for accounting movement of salaries & benefits. Please review financial reports. If the summary & detail do not match, contact business services.

Features:

- Emailing financial reports on a recurring basis form
- Requesting a financial report to be developed form

Terms:

COA: Chart of Accounts

FOAP: Fund Code, Organization, Account & Program

Fund Code: Identifies grants, capital projects and categorical programs

Organization: Identifies the department or division

Account: Identifies the type of expenditure: instructional salary, travel, materials, etc.

Program: Identifies the ASA or Taxonomy of Program Code: biology, art, facilities, student development, etc.

Encumberances: Approved and sourced purchase orders

Reservations: Purchase requisitions not yet fully approved and sourced into a purchase order

Actuals: Year-to-date expenditures.