

The budget column will show you what is budgeted for each account line. The MTD (month to date) column will show account activity for each line item. YTD (year to date) column will show account activity for the fiscal (6/1-5/31) year. The encumbrance column demonstrates purchase orders (PO). The balance column will give the balance—budgeted amount minus YTD spending, minus encumbrance. The percentage column shows the percentage of what is left to spend.

Located towards the middle of the report is summarized balance information. Look here to get the bottom line. Again, the balance column shows available funds—what you have left to spend.

Last on the report is the breakdown of the variable accounts. This is a repeat of information from above, but illustrates the accounts that can be manipulated.

2. Do I have Budget Lookup Access?

Good question! If you're not sure, go to finance.anderson.edu and try to log in. The login info is the same as what's used to log in to your network computer. No luck? Contact Randy in the Business Office, racoppess@anderson.edu or x4001, or speak to your supervisor about obtaining access.

3. Why are there three reports for each department?

Early each morning, the system sends three reports for each department. The first is reflective of the closing of the last fiscal year (i.e. 5/31/2012). The second reflects the last closed month, and the final is as of the previous day.

4. How does the encumbrance column work?

The encumbrance column is for purchase orders. For example, if you have a \$3,000 purchase order to Good's Candy Shop (we can wish, right? ☺), the encumbrance column will show \$3,000.00. Any portion of the PO that you've spent will be included in the MTD and YTD columns. The balance column illustrates what you have left of the account (including available PO) to spend.

5. Where do I look to see how much money I have left?

Look around the middle of the report where it says, 'Summarized Budget Lookup Report'. The balance column will show available remaining funds for the department. (See example below.)

Description	<u>Budget</u>	<u>MTD</u> <u>Actuals</u>	<u>YTD</u> <u>Actuals</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>%</u>
Summarized Budget Lookup Report*						
Income Total	-	-	-	-	-	-
Expense Total	404,760.00	-	29,969.81	-	374,790.19	0.93
Expense Minus Income	404,760.00	-	29,969.81	-	374,790.19	0.93

*Perform drills to obtain all Income or Expense Transaction or AP Detail per department.

6. Does the presence of parentheses always indicate a negative balance?

One might think, but the answer is no! Endowment reports look a little bit differently. If you are working in an endowment report and have questions, give us a call! We'll walk through it with you.

7. What is a drilldown and how do I do it?

Drilldown is the function of looking deeper into the information and getting detail. For example, say you see \$1,274 in the MTD column for variable line 7700 (Miscellaneous). Performing a drilldown will give you specific detail. Instructions on how to install the Excel add-in drilldown feature can be found in the [Budget Lookup Instructions](#) on our [website](#).

Once downloaded and set up, select the cell in the report you want to drill. Be sure the selected cell has a number inside; *not* a formula. This is important—the drill will not work on a formula. (To check, look in the function bar towards the top of the screen on your toolbar.)

Now, click the Add-Ins tab at the top of the page. Then click the nVisionDrill button at the far left, and then click Drill. This will take you to the finance.anderson.edu site. If you aren't already logged in, you will need to do that. Click Run Drilldown next to transaction detail (this is the most frequently used drill). This will navigate you to a new screen. It may take a few moments to process your request—don't give up! A download box will pop up when finished, click ok. Now you are looking at specific detail for this line.

Having trouble or still don't get it? Contact Randy in the Business Office, racoppess@anderson.edu or x4001.

8. How do I get more information about specific category's balance?

Great question! This is the time to perform a drilldown. Check out the answer to number 7.

9. What happens if I'm over budget?

Being over the budgeted amount in a particular line item doesn't matter as long as the overall department is within budget (variables). Make sense? Say you have \$5,000 budgeted for 7766 (Meals and Entertainment) and \$5,000 budgeted for 7700 (Miscellaneous). If you've spent \$6,000 in 7766, but only \$3,000 in 7700, then you are still within budget. Long story short, we don't care if your variables are all over the place as long as your bottom line is good. ☺

10. What if I still have questions?

We are happy to help! Contact Randy in the Business Office, racoppess@anderson.edu or x 4001. If she can't help, she'll get you in touch with someone who can.

For additional questions or problems with your access to PeopleSoft Finance, please contact:

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