



Fund Manager Training Argos Reports

September 27, 2016
Admin Council

Presented by:

- Diana Keelen, Executive Director of Business Services

Agenda

- Argos Login Demo-Katherine Mergliano
- Executive Financial Reports
- Fund Manager Financial Reports
- Reports in Work
- Requesting a Recurring Report
- Feature: Emailed reports



Argos Login

- Argos can be accessed by selecting the WebApps icon (yellow star) on your desktop. Argos is the first link under the Production Server section.
- Use your myAVC user name and password to log into Argos.
- <https://ssb.avc.edu/launch/>



Executive Financial Reports

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*

		Revenue		Expense		Encumbrance	Reservations	Total
		Budget	Actuals	Budget	Actuals			
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	198,464.82	96,235.77	16,407.86	0.00	112,673.63
11030	Human Resources	0.00	0.00	313,976.93	158,945.73	188,641.05	2,860.84	350,667.62
11031	Disaster Preparedness	0.00	0.00	227,600.00	116.00	3,196.14	0.00	3,311.14
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	25,259.85



Executive Financial Reports

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*

		Revenue		Expense		Encumbrance	Reservations	Total
		Budget	Actuals	Budget	Actuals			
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 F031C110009	0.00	0.00	445,342.50	92,356.07	453,384.22	6,510.97	552,251.26
32041	STEM SOLO F031C110091	0.00	177,900.00	832,015.13	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




Fund Manager Financial Reports

Monthly Spend Plan by Fund Code

This report shows the budget by **fund code** and account, total expenditures & encumbrances 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 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	Encumbr	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	3,300	0	3,300	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	(810)	(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	38,265	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																




Fund Manager Financial Reports

Monthly Spend Plan by Organization (Org)

This report shows the budget by **org** code and account, total expenditures & encumbrances 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																	
		Fiscal Year: 16 Organization(s): 11200 9/14/2016 Record Count: 15															
Fund Managers Report																	
Acct #	Description	Budget	Encumbr	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		796,358	0	771,574	24,784	0	6,900	6,900	7,000	6,999	3,000	7,875	5,848	5,474	653,482	6,172	57,104
FY: 16		Organization(s): 11200										Record Count: 15					9/14/2016




Fund Manager Financial Reports

Monthly Spend Plan by Program

This report shows the budget by **program** code and account, total expenditures & encumbrances 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														Fiscal Year: 16	Program(s): 07000	9/14/2016		
														Record Count: 97				
Fund Managers Report																		
Act #	Description	Budget	Encumbr	Expenses	Remain Balance	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
6440	Software	250,000	0	46,214	203,786	0	0	0	0	0	0	0	0	0	6,000	11,106	29,073	
6550	Computers &	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8000	Total	1,402,071	0	514,465	887,606	349,979	0	0	0	0	0	0	362,075	0	85,186	27,738	49,465	
Grand Total		1,652,901	0	1,014,286	643,607	349,979	302,438	329,664	316,046	403,248	148,807	207,387	866,383	266,446	287,244	238,794	737,783	
FY: 16														Program(s): 07000		Record Count: 97		9/14/2016




Fund Manager Financial Reports

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/encumbrances for one time funded facilities grounds support.

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

 ANTELOPE VALLEY COLLEGE BUSINESS SERVICES		FY: 16 Fund Code(s): 00005 Program(s): 672000 Organization(s): 14020 9/14/2016 Record Count: 14																
Fund Managers Report																		
Acct #	Description	Budget	Encumbr	Expenses	Remain in 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	0	19,700	0
9000	Total	79,299	0	75,295	5,495	115	0	0	0	0	0	0	0	0	20,509	40,879	9,826	
<u>Capital Outlay</u>																		
6400	Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9000	Total	0	0	0	0	115	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		87,299	0	75,295	7,955	115	7,291	0	0	0	145	0	(105)	0	20,797	40,879	16,113	
FY: 16		Fund(s): 00005				Program(s): 672000				Organization(s): 14020				Record Count: 14				9/14/2016



Fund Manager MOE/Match Reports

- SSSP-Fund Code 22463
- BFAP-Fund Code 22429
- EOPS-Fund Code 22443



Reports in Work/Requesting Recurring Reports

- 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.

A form titled "Business Services Argos Report Request" from Antelope Valley College. It includes fields for "Requestor:", "Exec Dir Approval:", "Date Requested:", and "Date Needed:". Below these are eight numbered questions regarding the request, each followed by a horizontal line for an answer. The questions are: 1. Briefly describe your request. 2. What Banner tables or forms do you normally use to access your information? 3. How do you want to filter results? 4. How do you want to sort and group results? 5. Which fields do you want to see on the report? What order do you want? 6. What name do you think describes the report? 7. What info other than data is needed and where do you want it? 8. Are totals needed? If so, what totals are needed? The form also includes the Antelope Valley College logo and the text "Version Date: 5/17/16" at the bottom right.

Business Services Argos Report Request

Requestor: _____ Exec Dir Approval: _____
Date Requested: _____ Date Needed: _____

1. Briefly describe your request.

2. What Banner tables or forms do you normally use to access your information?

3. How do you want to filter results?

4. How do you want to sort and group results?

5. Which fields do you want to see on the report? What order do you want?

6. What name do you think describes the report?

7. What info other than data is needed and where do you want it?

8. Are totals needed? If so, what totals are needed?

Version Date: 5/17/16



Features-Scheduling Reports

Complete the form and send to Robert "Nick" Walden in Business Services, rwalden@avc.edu

A screenshot of a form titled "Business Services Argos Report Schedule Request" from Antelope Valley College. The form includes fields for Name, Next Scheduled date/time, Final date of execution, Days of week, Frequency, and an Email section with fields for From, To, CC, BCC, and Subject.


ANTELOPE VALLEY COLLEGE

Business Services Argos Report Schedule Request

Name: _____

Next Scheduled date/time: m:d:y / / h:m:am/pm : : _____

Final date of execution: m:d:y / / h:m:am/pm : : _____

Days of week: Mon Tues Wed Thurs Fri Sat Sun _____

Frequency:

only once every day every week

twice per month every month twice per year every year

of minutes _____

Email

From: _____

To: _____

CC: _____

BCC: _____

Subject: _____



Common 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.



Questions?