



\*Find your Budget amounts in the Budget Booklets for the new fiscal year.  
[www.snow.edu](http://www.snow.edu) – Offices – Budget Office - Rt Side

Banner: appnav.snow.edu (If it just circles, try another browser) Best in Chrome

Logon – single sign on (first.last name) normal password

**Budget Screens**

FGIBDST “Organization Budget Status”= Income Statement (Revenue & Expenses)

FGITBAL “General Ledger Trial Balance” = Balance Sheet (Cash Balance)

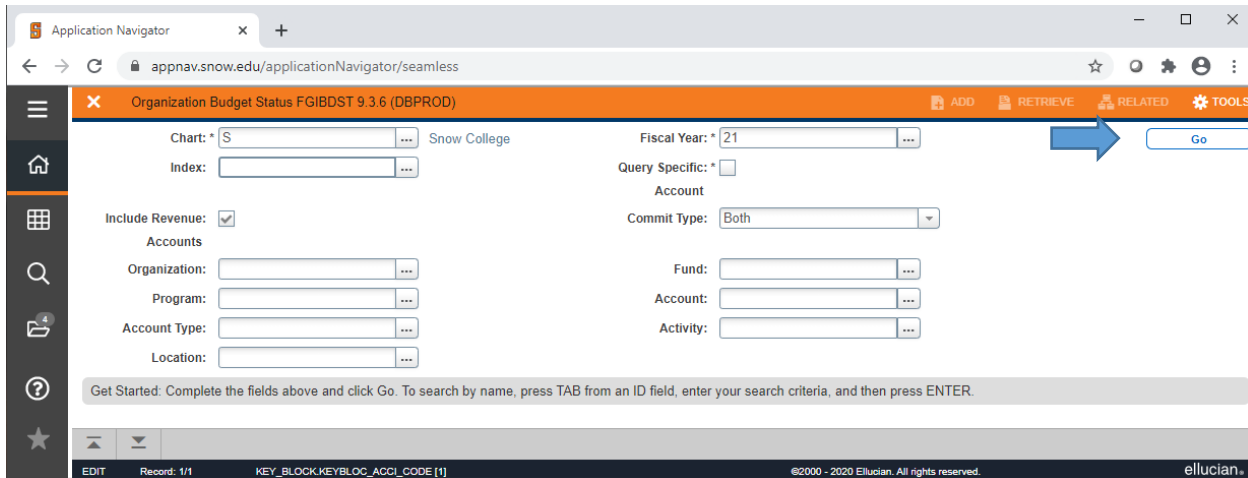
**FGIBDST – Income Statement**

**Chart = S**

**Fiscal Year =21 (July 2020 – June 2021)**

**Index – populates remaining areas below**

**\*\*Click Go Button\*\***



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6326	R	Sales-Meal Tickets	0.00	17,210.90	0.00	-17,210.90
5826	R	Overage & Shortage	0.00	-5.12	0.00	5.12
5840	R	Other Income	0.00	24,038.83	0.00	-24,038.83
5892	R	Revenue Transfer	0.00	35,000.00	0.00	-35,000.00
6152	L	Staff Salaries	0.00	31,345.86	0.00	-31,345.86
6173	L	Cell Phone Salary	0.00	150.00	0.00	-150.00
6260	L	Hourly Student Wages	0.00	1,732.57	0.00	-1,732.57
6270	L	Hourly Non Student Wages	0.00	22,857.22	0.00	-22,857.22
6310	L	FICA Employer Matching	0.00	3,232.28	0.00	-3,232.28
6320	L	Medicare Employer Matching	0.00	755.89	0.00	-755.89
6340	L	TIAA/CREF Employer Contribution	0.00	2,351.51	0.00	-2,351.51
6350	L	State Retirement	0.00	2,950.46	0.00	-2,950.46
6360	L	Dental Benefits	0.00	880.69	0.00	-880.69
6380	L	EMIA Employer	0.00	16,434.03	0.00	-16,434.03
6410	L	Group Term Life Insurance	0.00	108.52	0.00	-108.52
6420	L	Dependent Life Insurance	0.00	28.40	0.00	-28.40
6450	L	Unemployment Insurance	0.00	271.02	0.00	-271.02
6470	L	URS % 401	0.00	186.94	0.00	-186.94
6480	L	Workers Compensation Insurance	0.00	279.68	0.00	-279.68
6490	L	Long-Term Disability	0.00	92.43	0.00	-92.43
<b>Net Total</b>			<b>-650,000.00</b>	<b>-100,968.85</b>	<b>90,496.69</b>	

Pay attention to the pages in the bottom left hand corner. Default is showing 20 entries per page. You can change it to 50 by using the drop down.

**TYPES OF BUDGET ENTRIES:**

**BD01 – Added Money from Snow College**

**BD02 – Rollover from PY**

**BD05 – Added funds either from earned revenue or budget transfers**

**Adjusted Budget Side** – FY starts as the original budget amount for each account that was set up during the budget process this last spring for Orgs and Funds. For Funds this does not give cash to the account just the ability to spend that cash. You will need to make sure that you adjust to the amount that is actually coming in. If you thought you would receive 50,000 in revenue and you only received 35,000 you will then need to make adjustments for the difference.

**TYPES OF ACCOUNTS:**

**5000's – Revenue**

**6000's – Payroll Expenses (6100 Salaries; 6200 Hourly; 6300 Benefits; 6600 Adjunct/Overload pay)**

**7000's – Expenses**

**RELATED (Upper Right Side)****SUMMARY - FGIBSUM – Budget Summary Information (Short Cut Keys (Shift + F2))**

This sums each of the types of accounts together to see the overall remaining in the Org/Fund budget

**DETAIL – FGITRND – Transaction Detail Information (Short Cut Keys (F3))**

This gives details of the transactions that are included in the account that your cursor was on

**\*\*We are limiting transactions between Funds and Orgs. The new PCard allocations should allow you to correctly put the expenses in the proper account.**

**PCARD TRANSACTIONS:**

You are able to allocate your PCard transactions anytime after they have posted to your account which is generally within 2 days after your purchase. You should use the categories that you set up during the budgeting process earlier in the spring. Currently the details will not show up until IT is able to get the new software fully implemented.

**FGITBAL – Balance Sheet**

**CASH BALANCE**

Account	Description	Beginning Balance	Debit/Credit	Current Balance	Debit/Credit
1199	Interfund Cash	561,679.98	Debit	411,901.49	Debit
1310	Accounts Receivable Other	0.00	Debit	0.00	Debit
1315	Student Accounts Receivable	0.00	Debit	0.00	Debit
2020	Accounts Payable	32,392.18	Credit	0.00	Credit
2030	A/P General	0.00	Credit	0.00	Credit
2120	Deposit-Other	0.00	Credit	0.00	Credit
2128	Deferred Income ConE	150,547.00	Credit	0.00	Credit
2131	Due-Day Summer	0.00	Credit	0.00	Credit
3101	Revenue Control	0.00	Credit	192,087.00	Credit
3102	Expenditure Control	0.00	Debit	158,926.31	Debit
3104	Encumbrance Control	12,644.00	Debit	12,644.00	Debit
3105	Reservation Control	0.00	Debit	0.00	Debit
3202	Budgeted Expenditure Control	0.00	Credit	842,435.60	Credit
3204	Reserve for Encumbrances	12,644.00	Credit	12,644.00	Credit
3205	Reserve for Reservations	0.00	Credit	0.00	Credit
3206	Budgeted Change to Net Assets	0.00	Debit	842,435.60	Debit
4200	Unrestricted Net Assets	378,740.80	Credit	378,740.80	Credit
<b>Total ALL ACCOUNTS</b>		0.00			

**DETAIL - Related - FGIGLAC General Ledger Activity (Short Cut Keys (F3))**

The (\*) asterisk sign to the side of the numbers show the amount that is opposite of the Normal Balance. If this is showing to the side of Cash that means your cash value is Negative.

**ARGOS MONTHLY REPORTS:**

**ORGS:**

Fund-Orgn	Description	Acct	Begin Amount	YTD Activity	Open Comm	Balance
	Hourly Wages	6200	\$8,943.00	\$8,801.02	\$0.00	\$141.98
	Current Expenses	7000	\$3,997.52	\$0.00	\$0.00	\$3,997.52
<b>G11000-40238</b>	<b>Utilities: Cable TV</b>					
	Current Expenses	7000	\$11,929.78	\$0.00	\$0.00	\$11,929.78
<b>G11000-40360</b>	<b>Water and Sewer - Ephraim</b>					
	Current Expenses	7000	\$61,267.97	\$120,501.95	\$0.00	(\$59,233.98)
<b>G11000-80380</b>	<b>Summer Conferences</b>					
	Current Expenses	7000	\$24,183.10	\$24,183.10	\$0.00	\$0.00
<b>G11000-81272</b>	<b>Sevier Valley Center - Power</b>					
	Current Expenses	7000	\$66,532.28	\$84,805.01	\$0.00	(\$18,272.73)
<b>G11000-83060</b>	<b>Power - Richfield</b>					
	Current Expenses	7000	\$119,298.66	\$82,389.89	\$0.00	\$36,908.77
<b>G11000-83070</b>	<b>Water &amp; Sewer - Richfield</b>					
	Current Expenses	7000	\$83,391.54	\$36,823.36	\$0.00	\$46,568.18

## FUNDS:

<u>Fund</u>	<u>Description</u>	<u>Begin Amount</u>	<u>YTD Activity</u>	<u>Balance</u>
D15465	Banner Student Support	\$0.00	\$0.00	\$0.00
D15471	Write Here in Ephraim	\$3,093.62	(\$3,093.62)	\$0.00
D15477	Extramural Sports	\$0.00	\$0.00	\$0.00
D15495	A/S Future Projects	\$0.00	\$0.00	\$0.00
D15585	Business Office Clearing	(\$40.60)	\$40.60	\$0.00
D15627	Oracle Database	(\$1,370.50)	\$1,370.50	\$0.00
D15637	Nursing Outreach Equip	\$0.00	(\$725.00)	(\$725.00)
D15653	Cisco Phone Licenses	\$70.00	(\$70.00)	\$0.00
D15655	Voip Phones	(\$5,450.16)	\$5,450.16	\$0.00
D15656	ISO Projects	\$0.00	\$0.00	\$0.00
D15683	Leave Reporting Penalty	\$0.00	\$0.00	\$0.00
D15695	Loan Collections	\$0.00	\$0.00	\$0.00
D15696	Snow Centennial	\$0.00	\$0.00	\$0.00
D15700	Fundraising Operations	\$0.00	\$0.00	\$0.00
D15727	Finance/HR Projects	\$0.00	\$0.00	\$0.00
D15735	Salina Land Sale	\$0.00	\$0.00	\$0.00
D15747	Athletics Campaign 2015	\$0.00	\$0.00	\$0.00
D15775	Groups Equipment DN	\$45,549.39	(\$45,549.39)	\$0.00
D15786	Physical Facilities	\$0.00	\$0.00	\$0.00
D15805	Lost Keys Fees	\$1,159.88	(\$1,159.88)	\$0.00
D15806	MOMEC	(\$3,765.26)	\$3,765.26	\$0.00
D15830	Sports Complex Lights	\$0.00	\$0.00	\$0.00
D15845	Truck Repair Project	\$24,811.93	(\$24,811.93)	\$0.00
D15855	HORNE Family Trust	\$0.00	\$0.00	\$0.00
D15886	Snow Scholarship AC	\$0.00	\$0.00	\$0.00
D15890	Snow Academy	\$0.00	\$0.00	\$0.00
D15891	Athletic Bookstore	\$0.00	\$0.00	\$0.00
D15895	Womens Athl Resident	\$0.00	\$0.00	\$0.00

## FAQs (Frequently Asked Questions)

- **How do I export to Excel?**

Click on the Gear “Tools” in the upper right corner of the screen. Short Cut Keys are (Shift+F1)

- **I entered my account into the Index, but no activity shows up in the query results?**

This usually means that you have not been given access to view that account. You will need to have the account holder responsible for that account, contact the Controller’s Office ([x7263](#) or [co@snow.edu](mailto:co@snow.edu)) requesting access to that account.

- **I don’t see all the income that I am expecting?**

This means that the income has not yet been recorded or that it was recorded elsewhere. If you are expecting money from an outside source, check with that source to make sure they have sent the money. If they have already sent the money, and we should have received it by now, check with the Controller’s Office ([x7263](#) or [meagan.white@snow.edu](mailto:meagan.white@snow.edu)) or Budget Office (x7251 or [sherri.hansen@snow.edu](mailto:sherri.hansen@snow.edu)) to see if it was recorded in another account.

- **I don’t see an expense that I am expecting?**

Pcard expenses only hit your account once a month at the end of the month after the monthly Pcard statements are finalized. If it is a Pcard expense, it will only hit your account once a month at the end of the month. Check requests are usually processed twice a week. If it is a check request, it won’t hit your account until the next check run is processed. Budget transfers are usually processed once a week by the Controller’s Office. If it is a budget transfer, it likely won’t hit your account until the following week.

- **Can I see how much person “A” was paid out of my account?**

No. Only the total monthly payroll amount hits your account. You will have to contact HR/Payroll to see who was paid and how much.



# BUDGET OBJECTIVES REVIEW

- 1- Take Control & Responsibility of the funds/orgs you are given
- 2- Stay within your budget by monitoring your revenue/expenses
- 3- DO NOT spend first & plead for forgiveness later
- 4- Limit your accounts to those that have purpose and define that purpose
  - a. Add – Drop accounts
- 5- Be prepared for new budget process and plan your budget each year.

## CONTACT INFORMATION

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