

# Hot Topics

*from Business Affairs*

## Fund Balance By Organization for Fiscal Year Funds

July 2020

Do you have **Fiscal Year** funds where you would like to see your fund balance by Organization and Org Code? You can, but some initial one-time work may be required.

**To get started**, run this report in Cognos for the fund you want to review: Team Content > HSC Finance > Fund Balance > Fund Balance by Organization.

You will see one of two results:

1. If your balance on **9/1/2008 was zero** or the fund did not exist on 9/1/2008, the report will show the correct fund balance by Organization. But since you may not have been watching or maintaining your balances by Org in the past, you may want to realign or reset your balances. This can be done by a one-time accounting entry that adjusts the balances through an intra-fund transfer for the balances you expect or need. This entry does not change the total fund balance.
2. Your balance on **9/1/2008 was not zero**. The report will not be correct and the difference will be the balance forward from when we implemented Banner in FY 2009. An accounting entry will be required so the pre-Banner balance (net activity) is included in the Banner operating ledger. This entry is made to the Organization codes that you select as appropriate. Just as in item 1 above, you may want to realign or reset your balances.

Two things to remember after setting your fund balance by Organization:

1. Setting your fund balance is a **one-time process**. Any other transfer changes to your fund must be done through the budget revision process.
2. **Subsequent intra-fund transfers** between Orgs require a budget revision transfer to maintain the correct fund balance by Organization.

**Contact** [busaff@ttuhsc.edu](mailto:busaff@ttuhsc.edu) to discuss setting up an FY fund for fund balance by Org reporting. Identify the fund you want modified and **we will contact you to discuss the process and walk you through it**. Please email for additional information, questions, or assistance.

