



Accessing Financial Information Web ISRS Accounting Module

Access & Log-in

- ◆ **Website:**

<https://admin.mnscu.edu/employeehome/>

- ◆ **Log-in:**

- < **StarID**

- This is also used for eTimesheet or Tuition Waiver

- < **Access**

- If “Accounting” is not available, please email a request for “query access to ISRS web accounting” to Deborah Sinning, Accounting Director. Must include your name and Tech ID.



Employee Home

MnSCU Admin Toolbar


**Minnesota
STATE COLLEGES
& UNIVERSITIES**

Minnesota State Colleges
and Universities
350 Wells Fargo Place
30 E 7th
Saint Paul, MN 55101
The Minnesota State
Colleges and
Universities system is
an equal opportunity
employer and educator.
Build:
2012.09.18.15.55.51

MINNESOTA STATE COLLEGES & UNIVERSITIES

Debra Norman | Minnesota State University, Mankato

Employee Home

Employee Applications

[eTimesheet](#) - eTimesheet application for MnSCU employees

[Tuition Waiver](#) - The Tuition Waiver application for MnSCU employees

[Security Administration](#) - Requesting and approving ISRS security requests

Administrative Applications

[Accounting](#) - Accounting Application

[ARSA](#) - Academic Records Student Affairs Application

[Curriculum Management](#) - Curriculum and Term Course Management

[Human Resources/SCUPPS](#) - Human Resources administrative application

My D
Minn
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My D
WA33

Wha

Edit



Accounting Home

•Menu

MnSCU Admin Toolbar

MINNESOTA STATE COLLEGES & UNIVERSITIES

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Welcome to the ISRS Accounting Application
All links will open in new tab or in a new window depending on your browser settings.

Documentation and Training Materials

- [Accounting Documentation and Training Materials](#)

Finance Headlines

- [Finance Division Headlines](#)

Useful Web Links for Application Users

Finance Division Website

- [home page](#)
- About Finance
 - [Finance Policies and Procedures](#)
- [Accounting home page](#)
 - [Campus Tools and Resources](#)
- [Budget home page](#)
- [Contract and Purchasing home page](#)
- [Leasing home page](#)
- [Project Information \(Finance Division\)](#)

State of Minnesota Applications

- [MAPS \(Minnesota Accounting and Procurement System\)](#)
- [SEMA4 \(Statewide Employee Management System\)](#)

Third Party Applications

- [Unifier \(MnSCU Facilities Construction Project Management System\)](#)

Contact Information

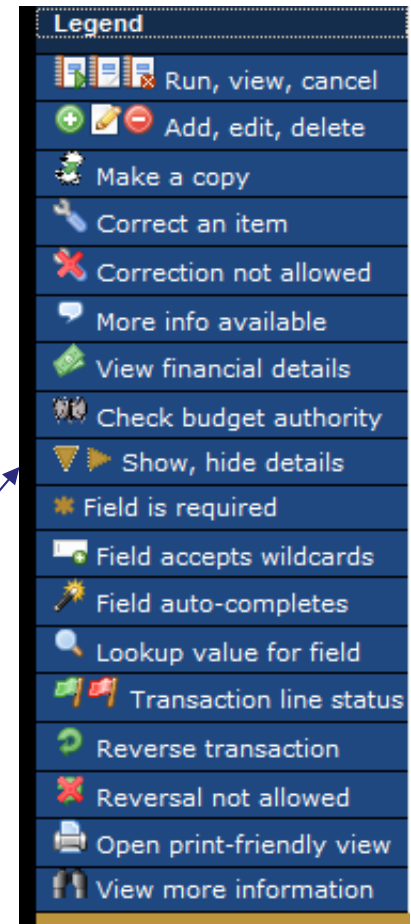
- [ISRS Help Desk](#)
- [Finance Directories](#)

Build: RELEASE Version 2.4.1-69719



Legend

- ◆ The icons are shown under Legend (last select on menu)
- ◆ Brief explanation for each
- ◆ This is for information only, you do not have access to add, change, edit, or delete anything.
- ◆ Most useful for drilling down or searching for more information.



Queries

•Click on Header to expand

•If lettering is white, you have access

MnSCU Accounting > Queries > Cost Center Search - Windows Internet Explorer

https://admin.mnscu.edu/acct/search/costCenterSearch.do?selectedRcid=0071

MnSCU Admin Toolbar

MINNESOTA STATE COLLEGES & UNIVERSITIES

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Cost Center Search

Fiscal Year: 2013

Cost Center Nbr:

Cost Center Name:

G/L Acct. Nbr:

G/L Acct. Name:

Responsible Person Tech ID:

Responsible Name:

Advanced Search [▶](#) Max Result Count: 100

[Search](#) [Clear](#)

Build: RELEASE Version 2.4.1-69719



Cost Center Search by Person

•Person does not need to be primary to enable searching

MnSCU Admin Toolbar

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Cost Center Search

Fiscal Year: 2013

Cost Center Nbr:

Cost Center Name:

G/L Acct. Nbr:

G/L Acct. Name:

Responsible Person Tech ID: 00863171

Responsible Name: Woodward, Laurie A

Advanced Search [▶](#) Max Result Count: 100

[Search](#) [Clear](#)

81 Cost Centers found.

	FY	Nbr	CC Name	G/L Acct. Nbr	G/L Acct. Name	Resp Person	
<input type="checkbox"/>	2013	213006	Veteran's Affairs	010000	General Fund	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	213043	Homecoming	010000	General Fund	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	216177	Service Learning ...	010000	General Fund	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304200	Student Union Fac...	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304201	Prior Year Studen...	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304300	Student Union Ven...	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304301	Billiards Class	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304302	Student Union Gam...	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304304	Student Union Foo...	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304305	Juke Box	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304306	Student Union Rel...	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304309	Bowling Class	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304310	Bowling Shoe Rentals	004000	Student Union	Woodward, Laurie A ...	(Details)
<input type="checkbox"/>	2013	304311	Student Union Doc...	004000	Student Union	Woodward, Laurie A ...	(Details)

View more information

•Clicking on this icon will take you to same results as Chart of Accounts

•Clicking on 'Details' will take you to same results as Queries



Results of Cost Center Search Queries

•General Ledger:
010000 = General
Fund allocation
account

MnSCU Accounting > Queries > Cost Center Revenue/Expenses - Windows Internet Explorer

https://admin.mnscu.edu/acct/queries/costCenterRevExpView.do?selectedRcId=0071&costCenterId=215018&fiscalYr=

MnSCU Admin Toolbar

MINNESOTA STATE COLLEGES & UNIVERSITIES

Debra Norman | MN State, Man ([change institution](#)) | [Help](#)

Cost Center: 215018 - Academic Instructional Support

General Ledger: 010000 - General Fund ([Details](#)) **Fiscal Year:** 2012
Appropriation Group/ID: GEN / E260003 **MNSCU Fund:** 110 - General Fund
Budget Control Code: Monitor **Resp Person:** Sandmann, Warren George (00004812)
[View Encumbrances](#) [View Transactions](#)

Quick Search FY: Cost Center Nbr: [Search](#)

Revenue (Not Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Totals Within Cost Center	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals outside Cost Center	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Revenue (Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Totals Within Cost Center	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals outside Cost Center	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Expenditures:

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
-------------	-----------------	----------------	---------------	-----	-----	----------------

•No Revenue
•Allocation
loaded to
Expenditures
/ Budget

Cost Center Search Chart of Accounts

•Results in
set-up
information of
Cost Center

•G/L Acct. Nbr:
010000 is the
General Fund –
this is a 21XXXX
General Fund
allocation account

MnSCU Accounting > Chart of Accounts > Cost Center Detail - Windows Internet Explorer

https://admin.mnscu.edu/acct/cofa/ccviewer.do?selectedRcid=0071&cc=215018&fy=2012

MSN.com MnSCU Accounting > Hyperion® Workspace Finance: Budget

MnSCU Admin Toolbar

MINNESOTA STATE COLLEGES & UNIVERSITIES

Debra Norman | MN State, Man (change institution) | Help

Cost Center - Academic Instructional Support (215018)

Fiscal Year: 2012 Long Name: Academic Instructional Support
Short Name: Acad Instr G/L Acct. Nbr: 010000
Project Funding Nbr: Responsible Person: Sandmann, Warren
Comment:

Program Info

Program Code: 460 Sub Program Code: 0000
Activity: Grant Nbr:
Perkins Rpt Code: Perkins Fy:

Campus Info

Campus Id: 071 Building Code: WA315
Address Line1: Address Line2:

Optional Fields

Allow Expenses: Yes Allow Revenue: Yes
Budget Control: Monitored Roll to new FY: Yes
Freeze: No UBIT: 2 - No (Changeable)
Grant Match: No

User Fields

User Field 1: 200000 User Field 2: 200000 User Field 3: 110000
User Field 4: 200000 User Field 5: User Field 6:
User Field 7: User Field 8: User Field 9:

Budget Authorities

Find Budget Authorities

Responsible Persons

Tech ID	Person Name	Primary
00004812	Warren George Sandmann	Y



Types of Accounts

- ♦ **General Fund Allocation (formerly M & E)**
- ♦ **Non-Allocation Income (NAI)**
- ♦ **Student Activity Fee (SAF)**
- ♦ **Auxiliary Enterprise**
- ♦ **Special Revenue Contract**
- ♦ **Federal Grant**
- ♦ **State Grant**
- ♦ **Private Grant / Scholarship**
- ♦ **Agency / Club**

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MINNESOTA STATE UNIVERSITY MANKATO

- ♦ **Gen. Fund Allocation:** Funding from allocations from state appropriation, tuition, and institutional revenue
- ♦ **NAI:** Funding from self-generated program revenue
< 21XXXX for both Gen. Fund Allocation and NAI accounts
- ♦ **SAF:** Funding from student activity fee allocation and self-generated program revenue (331, 335, 336XXX)
- ♦ **Auxiliary Enterprise:** Funding from self-generated program revenue (333, 337, or 339XXX)
- ♦ **Special Revenue Contract:** Funding from contractual agreements (522XXX)
- ♦ **Federal, State, or Private Grant/Scholarship:** Funding from federal or state agency or private source
(FED 626, 627, 628XXX – STATE 523 or 524XXX – PRIVATE GRANTS 659XXX / SCHOLARSHIPS 421XXX)
- ♦ **Agency / Club:** Fiduciary only / RSO or private companies (9XXXXXX)

21XXXX Cost Center Accounts

- ♦ **General Fund Allocation:**

- < Allocation, no revenue
- < Budget loaded to expenditures
- < You can only spend to available budget of non-salary

- ♦ **Non-Allocation Income:**

- < Self-generated revenue
- < Budget of revenue & expenditures are only estimates
- < Look to balance sheet for current cash balance, receivables, encumbrances, and payables; which all affect available cash. May need to calculate available cash if more than one cost center is under one General Ledger account.

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General Fund Allocation account

Queries / Cost Center

21XXXX

No revenue

Funded by allocation

Budget defines limit of
spending for non-salary

Current Budget used to
calculate Budget
Balance which is
comparison between the
estimated CB and
actual. It is not cash.

Totals outside Cost
Center is from your child
cost center that rolls to a
parent cost center /
details above, but not in
total within cost center

Queries
Batch Process Timestamp
Cost Center
Credit Memo
Employee Salary
Encumbrance
General Ledger
Grant/Cost Center
Perkins
Project/Cost Center
SWIFT Transaction Rejects
Transaction Detail
Business Process
Chart of Accounts
Audit Data
Bank Account
Budget Authority
HR Budget Control
Cost Center
Cost Center Crosswalk
Department Query Setup
General Ledger
Grant
Project
Resp. Person Transfer
System Chart of Accounts
Accrual
Miscellaneous
Administer Application
Legend

View Encumbrances

View Transactions

Quick Search FY:

Cost Center Nbr:

Search

Revenue (Not Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Totals Within Cost Center	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals outside Cost Center			\$ 0.00	\$ 0.00	\$ 0.00	

Revenue (Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Totals Within Cost Center	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals outside Cost Center			\$ 0.00	\$ 0.00	\$ 0.00	

Expenditures:

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget (- in CC#215018 Obj#0019 -)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (0100 - Unclassified Substitute Salary)	\$ 72,442.00	\$ 80,942.00	\$ 0.00	\$ 0.00	\$ 54,510.79	\$ 26,431.21
Budget (0130 - Unclassified Full-Time Salary)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1010 - Rent - Non-State Space)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1200 - Repairs to Equip & Furniture)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1250 - Printing - Non-State)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1300 - General Management & Fiscal Consultants)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1710 - Computer Production & Maintenance)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1711 - Serv Ctr - MIS Academic)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1810 - Building Maintenance Services)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1870 - Other Purchased Services)	\$ 2,417.00	\$ 2,417.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,417.00
Budget (1910 - Public Speakers & Entertainers)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2010 - Postal, Mailing, & Shipping)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27.27	\$ -27.27
Budget (2060 - Freight & Delivery)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 116.00	\$ -116.00
Budget (2120 - Travel Expense - In-State)	\$ 2,000.00	\$ 526.00	\$ 0.00	\$ 0.00	\$ 15,044.67	\$ -14,518.67
Budget (2162 - Serv Ctr - Motor Pool Rental)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,944.00	\$ -3,944.00
Budget (2450 - Job Applicant Expense)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2720 - Student Travel)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,568.53	\$ -9,568.53
Budget (2810 - Claims)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.49	\$ -8.49
Budget (3000 - Supplies & Materials (Not for Resale))	\$ 2,000.00	\$ 25,782.06	\$ 0.00	\$ 0.00	\$ 16.10	\$ 25,765.96
Budget (4000 - Equipment)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals Within Cost Center	\$ 78,859.00	\$ 109,667.06	\$ 0.00	\$ 0.00	\$ 83,235.85	\$ 26,431.21
Totals outside Cost Center			\$ 0.00	\$ 0.00	\$ 8,374.38	

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Click on show details to expand parent cost center



MINNESOTA STATE UNIVERSITY MANKATO

Queries / Cost Center

Non-Allocation
Income account

21XXXX

Revenue

Not reflective of cash /
spend limits

Budget is only an
estimate

MTD is included in YTD
totals

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget (9001 - Accrued Revenue)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals Within Cost Center	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Totals outside Cost Center			<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	

Revenue (Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget (9387 - Conference/Workshop Registrations Fees)	\$ 58,298.00	\$ 58,298.00	\$ 0.00	\$ 0.00	\$ 62,290.51	\$ 3,992.51
Budget (9805 - Estimated Balance Forward In)	\$ -2,009.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals Within Cost Center	<u>\$ 56,288.82</u>	<u>\$ 58,298.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 62,290.51</u>	<u>\$ 3,992.51</u>
Totals outside Cost Center			<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	

Expenditures:

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget (0019 - Fringe Budget)	\$ 18,625.00	\$ 18,625.00	\$ 0.00	\$ 0.00	\$ 13,984.67	\$ 4,640.33
Budget (0100 - Unclassified Substitute Salary)	\$ 29,223.00	\$ 29,223.00	\$ 0.00	\$ 0.00	\$ 28,315.51	\$ 907.49
Budget (0130 - Classified Full-Time Salary)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (0881 - Inter MnSCU Fringe Reimbursements)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 71.93	\$ -71.93
Budget (1010 - Rent - Non-State Space)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1210 - Repairs to Equip & Furniture)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1410 - Printing - Non-State)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1411 - Serv Ctr - Printing/Duplicating)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41.50	\$ -41.50
Budget (1412 - Service Center Charge-copy machine)	\$ 100.00	\$ 100.00	\$ 0.00	\$ 0.00	\$ 41.00	\$ 59.00
Budget (1510 - General Management & Fiscal Consultants)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1710 - Computer Production & Maintenance)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1711 - Serv Ctr - MIS Academic)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1755 - On-line subscription/system access fee)	\$ 9,000.00	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 9,118.80	\$ -118.80
Budget (1810 - Building Maintenance Services)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1870 - Other Purchased Services)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1910 - Public Speakers & Entertainers)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2020 - Network Services (Telephone))	\$ 200.00	\$ 200.00	\$ 0.00	\$ 0.00	\$ 198.00	\$ 2.00
Budget (2030 - Long Distance Telephone (Optional))	\$ 50.00	\$ 50.00	\$ 0.00	\$ 0.00	\$ 7.03	\$ 42.97
Budget (2060 - Freight & Delivery)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2120 - Travel Expense - In-State)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2450 - Job Applicant Expense)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2720 - Student Travel)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2810 - Claims)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2870 - Memberships)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (3000 - Supplies & Materials (Not for Resale))	\$ 0.00	\$ 1,100.00	\$ 0.00	\$ 0.00	\$ 1,525.30	\$ -425.30
Budget (4000 - Equipment)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 599.00	\$ -599.00
Totals Within Cost Center	<u>\$ 57,198.00</u>	<u>\$ 58,298.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 53,902.74</u>	<u>\$ 4,395.26</u>
Totals outside Cost Center			<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	



Income Statement vs Balance Sheet

Cost Center: Income statement for the fiscal year, it encompasses a period of time.

General Ledger: Snapshot of assets & liabilities at this moment in time.

Revenue (Not Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget (9001 - Accrued Revenue)	\$ 0.00	\$ 0.00	\$ 0.00	\$ -1,000.00	\$ 1,119.90	\$ 1,119.90
Totals Within Cost Center	\$ 0.00	\$ 0.00	\$ 0.00	\$ -1,000.00	\$ 1,119.90	\$ 1,119.90
Totals outside Cost Center						

Revenue (Collected):

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget (9003 - Third Party Obligation)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -125.00	\$ -125.00
Budget (9151 - Personal Property/Service Charge by Course)	\$ 14,000.00	\$ 14,000.00	\$ 0.00	\$ 1,000.00	\$ 6,065.10	\$ -7,934.90
Totals Within Cost Center	\$ 14,000.00	\$ 14,000.00	\$ 0.00	\$ 1,000.00	\$ 5,940.10	\$ -8,059.90
Totals outside Cost Center						

Expenditures:

Object Code	Original Budget	Current Budget	Encum Balance	MTD	YTD	Budget Balance
Budget (0019 - Fringe Budget)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (0100 - Unclassified Substitute Salary)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (0130 - Classified Full-Time Salary)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1010 - Rent - Non-State Space)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1210 - Repairs to Equip & Furniture)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1410 - Printing - Non-State)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1510 - General Management & Fiscal Consultants)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1710 - Computer Production & Maintenance)	\$ 14,000.00	\$ 14,000.00	\$ 9,059.90	\$ 1,326.92	\$ 4,940.10	\$ 0.00
Budget (1711 - Serv Ctr - MIS Academic)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1810 - Building Maintenance Services)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1870 - Other Purchased Services)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (1910 - Public Speakers & Entertainers)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2060 - Freight & Delivery)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2120 - Travel Expense - In-State)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2450 - Job Applicant Expense)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2720 - Student Travel)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2810 - Claims)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (2870 - Memberships)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (3000 - Supplies & Materials (Not for Resale))	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Budget (4000 - Equipment)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals Within Cost Center	\$ 14,000.00	\$ 14,000.00	\$ 9,059.90	\$ 1,326.92	\$ 4,940.10	\$ 0.00
Totals outside Cost Center						

General Ledger: 010124 - NAI - G.M.M.S.O

Appropriation Group/ID: GEN / E260003

MnSCU Fund Code: 110 - General Fund

Resp Person:

Janavaras, Basil (00003499)
Flannery, Brenda (00004586)

Quick Search GL #:

Search

Assets:

Object Code	Amount
8110 - Cash	\$ 1,000.00
8201 - Accounts Receivable	\$ 1,119.90
	<u>\$ 2,119.90</u>

Liabilities:

Object Code	Amount
	<u>\$ 0.00</u>

Net Assets = \$ 2,119.90

Net Assets + Liabilities = \$ 2,119.90

Encumbrances = \$ 9,059.90

Net Assets - Encumbrances = \$ -6,940.00



Cash Balance and Cash Available

- ♦ **NAI Account cash balance is equal to the General Ledger cash balance.**
- ♦ **Balance Sheet: $\text{Cash Balance} + \text{Accounts Receivable} - \text{Liabilities} - \text{Encumbrances} = \text{Cash Available}$**
- ♦ **Income Stmt: $\text{Current YTD Revenue} + \text{Estimated Balance Forward} - \text{YTD Expenditures} = \text{Cash Balance}$**
- ♦ **Accounts Receivable / Revenue (Not Collected) will increase cash balance when collected.**
- ♦ **Encumbrances will reduce cash balance when paid.**
- ♦ **Both Revenue (Not Collected) and Encumbrances must be considered when looking at current cash balance to calculate future cash available**

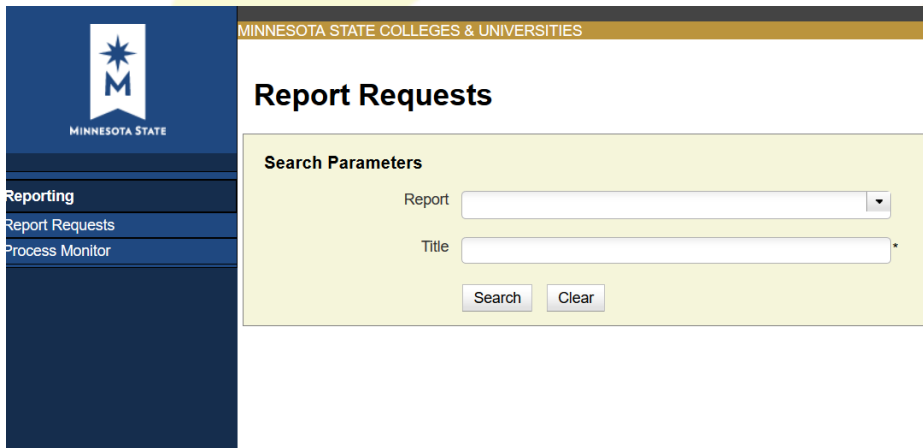


Reports

Reports / Reporting Requests & Process Monitor

Click here...

To go here...



MINNESOTA STATE COLLEGES & UNIVERSITIES

Report Requests

Search Parameters

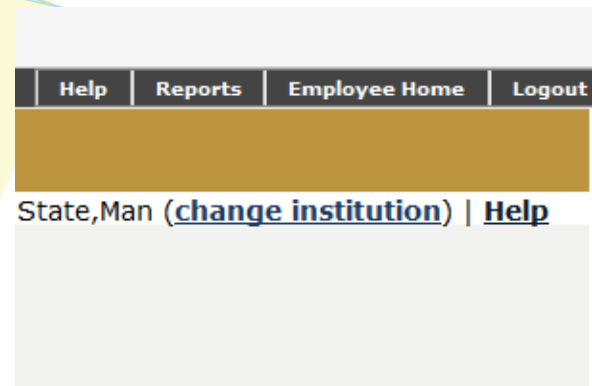
Report

Title

Reporting

Report Requests

Process Monitor



[Help](#) | [Reports](#) | [Employee Home](#) | [Logout](#)

State,Man ([change institution](#)) | [Help](#)



Report Number

Dropdown searching or just click “Search” button

Common Reports

◆ AC0513CP

< Revenue / Expenditure Summary by Cost Center

◆ AC0531CP

< Revenue / Expenditure Detail by Cost Center

◆ AC0542CP

< Summary and Balance Sheet by General Ledger account

Click on “Run” icon next to report

18

Report Requests

Search Parameters

Report

Title

Search

Clear

Previous Viewing 1-15 of 145 Items Next

Report	Variation	Title
AC0480CP		SWIFT PV Interface Response Report
AC0481CP		SWIFT JV Interface Response Report
AC0482CP		SWIFT CR Interface Response Report
AC0490CP		SWIFT PV Interface Transactions
AC0491CP		SWIFT JV Interface Transactions
AC0492CP		SWIFT CR Interface Transactions
AC0501CP		G/L Summary Account Listing
AC0502CP		Cost Center Listing
AC0503CP		Grant Listing
AC0505CP		Project Funding Number Listing
AC0510CP		Budget Balance by Fund/Campus/GL
AC0511CP		Budget Balance By Fund/GL/Campus



MINNESOTA STATE UNIVERSITY MANKATO

Report Parameters

Report AC0513CP Budget Balances by BAT: Fund/GL/Campus Parameters Default

Report Parameter Description	Required	Parameter Value
Fiscal Year	Yes *	2018
MNSCU Fund Code (up to 8)	No	
G/L Account Number	No	
Campus Id	No	
Object Code Range	No	
Cost Center and/or Range max 8 sep by ,	No	
User budget, number and label	No	5/ Original / Budget /
Page break by Cost Ctr (Y/N) ?	No	N
User Field parameters	No	
Month-end (calendar year/month)	No	

E-mail Address	Printer Queue	Form ID
debra.norman@mnsu.edu	File	

Deliver To	Address Bldg/Room	Start Time	Start Date
Debra Norman		09:11	11/09/2017

Delivery Method ☒ Online ☐ Printer ☐ E-Mail Suppress header page ☒

Submit Report Close Process Monitor

•Parameters must be entered to prevent running report for the entire university!!

- ◆ Enter G/L Account or Cost Center (039612 or 339612)
(G/L for AC0542CP, Cost Center for AC0513CP & AC0531CP)
- ◆ Enter Month-end or leave blank for current date
(Enter start/end dates for AC0531CP)
- ◆ Set “Page break...” to “Y”
- ◆ Select Delivery Method: “Online”
- ◆ Click “Submit Report” button

At the top you will see
“Report...submitted.”

Click on “Process
Monitor” button at the
bottom of the screen.

or close pop-up and
click on “Process
Monitor” in the menu.

Report Parameter Description	Required	
Fiscal Year	Yes	* 2018
MNSCU Fund Code (up to 8)	No	
G/L Account Number	No	
Campus Id	No	
Object Code Range	No	
Cost Center and/or Range max 8 sep by ,	No	210305
User budget, number and label	No	5/ Origin
Page break by Cost Ctr (Y/N) ?	No	N
User Field parameters	No	
Month-end (calendar year/month)	No	

E-mail Address
norman@mnsu.edu

Printer ☒ E-Mail ☐

Submit Report Close Process Monitor

Process Monitor

Click “Refresh Page” if status is blank or Active

When status is Complete, click on report (in blue letters) to the left of report title to see report.

MINNESOTA STATE COLLEGES & UNIVERSITIES

Debra Norman | C

Process Monitor

Search Parameters

Refresh Page

Total Records 36

Report	Title	Start Timestamp	End Timestamp	Status	User Name
AC0513CP	Budget Balances by BAT: Fund/GL/Campus	11/09/17 09:17:34	11/09/17 09:17:36	Complete	Debra Norman
HR_CALC	*** Unknown ***	11/09/17 09:13:38	11/09/17 09:13:38	Complete	
HR_CALC	*** Unknown ***	11/09/17 09:13:35	11/09/17 09:13:36	Complete	



Report

You may now view, copy, print, or email the report.

Copied output will be a picture when pasted into Word or other app.

A printer without ISRS Uniface parameters may not format correctly.

View Report File

Report File: Budget Balances by BAT: Fund/GL/Campus

[Print or Email Report](#)

Report-ID : AC0513CP
Version/Mode : 5.10 / PROD
Institution : Minnesota State University, Mankato

MN State Colleges and Universities
General Ledger Accounting System
Budget Balance Available by Budget Authority

FY : 2018

Fund	Campus	Cost	Parent Object	ORIGINAL	Current Budget	Encl
G/L #		Center	Child CC/Object	BUDGET		
110	General Fund					
010000	General Fund					
071	MSU, Mankato					



File View

Report will look the same as those done in Uniface ISRS. You may highlight and copy (control “C”) and paste (control “V”) into Word or Excel as a picture.

Report-ID : AC0513CP			MN State Colleges and Universities				Date : 12/ 6/12		
Version/Mode : 03.10 / PROD			General Ledger Accounting System				Time : 16:06:59		
Institution : Minnesota State University, Mankato			Budget Balance Available by Budget Authority				Page : 1		
FY : 2013									
Fund	Campus	Cost	Parent Object	ORIGINAL	Current Budget	Encumbrance	Current Month	Year-to-Date	Budget Balance
G/L #		Center	Child CC/Object	BUDGET			Activity	Activity	Available
110	General Fund								
013054	Health EdFee								
071	MSU, Mankato								
213054	NAI - Health Education Fee								
	Responsible person: Schuh, Wendy			CC	100				
			9001	Accrued Revenue	0.00	0.00	3,333.00-	11,112.19	11,112.19
			9375	Sale of Non-Taxable Supplies &	0.00	0.00	0.00	375.00	375.00
			9387	Conference/Workshop Registrati	60,104.74	60,104.74	0.00	29,037.30	31,067.44-
			9805	Estimated Balance Forward In	6,378.59	0.00	0.00	0.00	0.00
				Revenue Sub-Total	66,483.33	60,104.74	0.00	40,524.49	19,580.25-
			0019	Fringe Budget	20,556.74	20,556.74	0.00	0.00	16,539.09
				0212 Unclassified Full-Ti		0.00	0.00	608.98	
				0214 Unclassified Full-Ti		0.00	0.00	513.27	
				0216 Unclassified Full-Ti		0.00	0.00	2,895.40	
				Sub-Total	20,556.74	20,556.74	0.00	4,017.65	
			0100	Unclassified Substitute Salary	29,223.00	29,223.00	0.00	0.00	21,714.72
				0110 Unclassified Full-Ti		0.02	0.00	7,508.26	
				Sub-Total	29,223.00	29,223.00	0.02	7,508.26	
				Personnel Sub-Total	49,779.74	49,779.74	0.02	11,525.91	38,253.81
			1412	Service Center Charge-copy mac	100.00	100.00	0.00	96.25	3.75
			1755	On-line subscription/system ac	9,000.00	9,000.00	0.00	10,000.00	1,000.00-
			2020	Network Services (Telephone)	200.00	200.00	0.00	66.00	134.00
			2030	Long Distance Telephone (Optio	25.00	25.00	0.00	0.84	24.16



Reading Reports

- ♦ **Fund:** Example - 110 is General Operations Fund
- ♦ **General Ledger Account:** Balance Sheet / picture of assets and liabilities at this moment in time. Example - 010000 is General Fund
- ♦ **Year:** Fiscal Year (July 1 – June 30)
- ♦ **Cost Center:** Income Statement / summary of income and expenditures by fiscal year
- ♦ **Object Code:** Specific revenue or expenditure category
- ♦ **Tran Type:** Identifies action taken (see list next page)
- ♦ **Serial #:** Unique transaction identifier assigned by system
- ♦ **D/C (Sign):** Identifies increase or decrease; dependent upon object code

Generally, revenue increase is C, expenditure increase is D on income statement

Generally, asset increase is D, liability increase is C on balance sheet



Transaction Type Codes

Non-cash transactions:

CB – Current budget

EF – Forced encumbrance

EN – Normal encumbrance

RE – Account Receivable

Cash transactions:

JG – General journal voucher

EV – Expense voucher

PV – Payment voucher

PR – Payroll voucher

CP – Cash Receipt (Point-of-sale)

For a complete list of codes: http://www.mnsu.edu/busoff/acctg/trans_code.html



MINNESOTA STATE UNIVERSITY MANKATO

Questions?

Please email any questions to:

Debra Norman – Academic and Student Affairs

Steven W. Smith – Finance and Admin. / Budget Office

Deborah Sinning – Business Services

