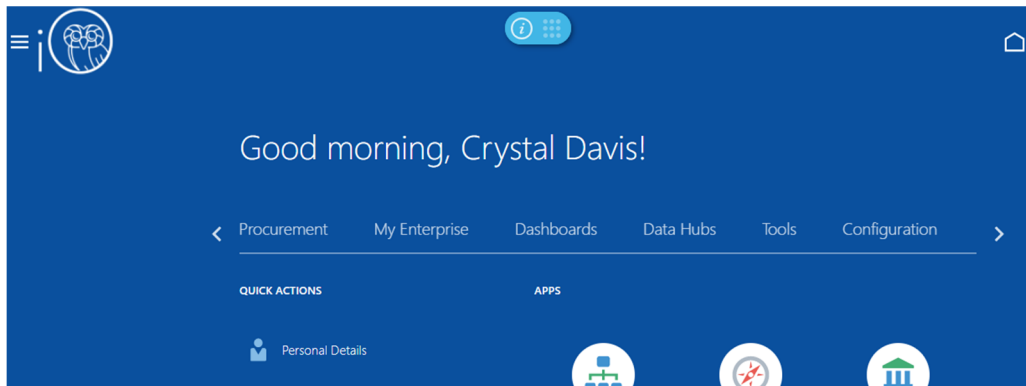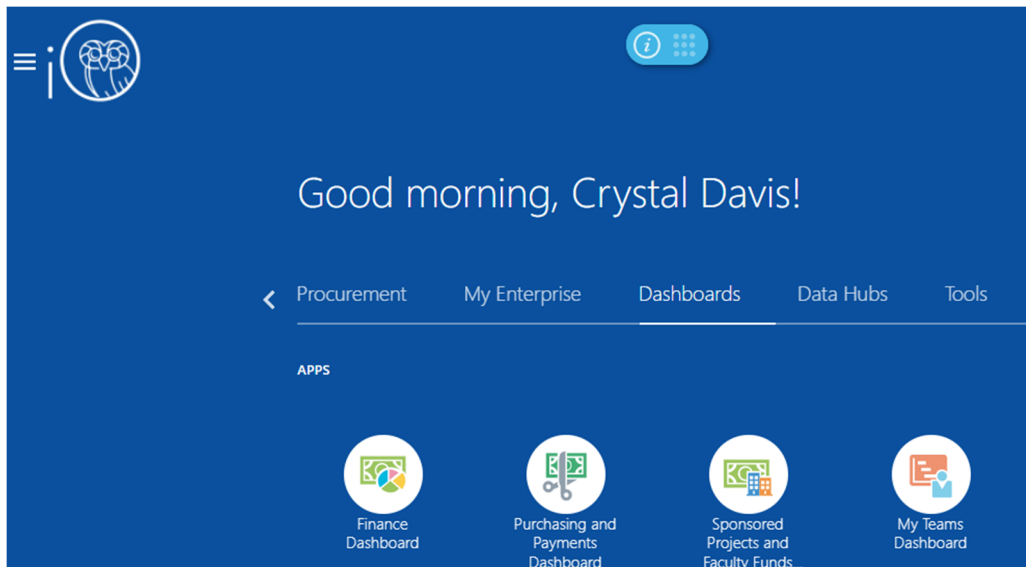College treasurers – how to check fund balance in IO

- Log into IO at io.rice.edu
- Select Dashboards

- Select Finance Dashboard

- Use **Budget Status** tab
    - Select current fiscal year (e.g. FY 2023 runs July 2022 through June 2023)
    - Select current period (e.g. October 2022 is Oct-22)
    - Leave the default Budget Source alone. FY22 Tracking Budget is correct even though it is FY23.
    - Choose your organization. You should have only your organization as an option in the drop-down box. If you have other campus employment, you may need to select your college, though.
    - Click apply to run the query.

o The resulting data will look like this

o You can adjust the display by right-clicking in the navy blue bar to include additional columns, exclude columns, or move columns.

o Use the Export button at the bottom of the screen to export data to Excel, PDF, and other formats.
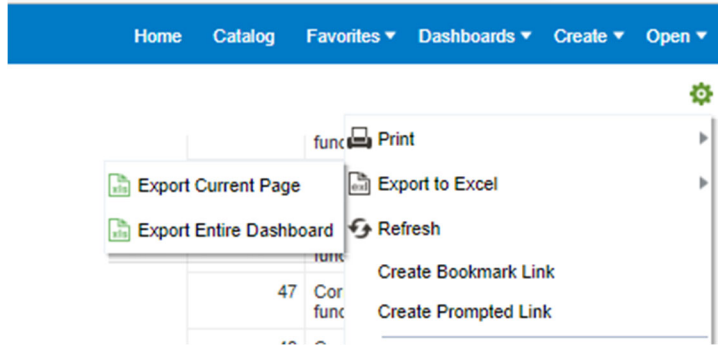

o Alternatively, use the gear icon in the upper-right corner to export data

- o   You can click on the Budget Status Guide for more helpful tips

Let's look at an example to see what the display is telling us.

Here's the query:

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Budget Status

* Fiscal Year	2023 ▼	Budget Sou... ...22 Tracking Bu ▼	Fund Type --Select Value-- ▼	Account Parent Level C --Select Value-- ▼	Activity --Select Value-- ▼	Program --Select Value-- ▼
* Period Name	'Oct-22' ▼	Organiz... ...Or ▼	Fund Source 013008~Special P ▼	Account --Select Value-- ▼	Location --Select Value-- ▼	Exclude Zero Balances ☑ 0

Apply   **Reset ▼**

And here is the result:

Budget Status

Organization	Fund Type	Fundsource	Account Parent Level C	Account	Budget Amount	Actual YTD - Beginning of Period	Period Net	Actual YTD - End of Period	PO, Req & Other Encumbrances	Salary Encumbrance	Fringe Encumbrance Amount	Remaining Amount
...Org -	101~Unrestricted Designated	013008~Special Projects - O-Week	C499~Net Assets	4999~Net Assets	0.00	-9,071.84	0.00	-9,071.84	0.00	0.00	0.00	9,071.84
			C680~Transfers - Inter / Intra Departmental	6800~Transfers - Inter / Intra Departmental	0.00	-3,473.00	0.00	-3,473.00	0.00	0.00	0.00	3,473.00
			C800~Other Expenses	8345~Miscellaneous	0.00	7,526.09	0.00	7,526.09	0.00	0.00	0.00	-7,526.09
		013008~Special Projects - O-Week Total			0.00	-5,018.75	0.00	-5,018.75	0.00	0.00	0.00	5,018.75
	101~Unrestricted Designated Total				0.00	-5,018.75	0.00	-5,018.75	0.00	0.00	0.00	5,018.75
17006~Student Org - Lovett Total					0.00	-5,018.75	0.00	-5,018.75	0.00	0.00	0.00	5,018.75
Grand Total					0.00	-5,018.75	0.00	-5,018.75	0.00	0.00	0.00	5,018.75

Refresh - Export

This particular org-fund type-fund source has a beginning balance of 9,071.84. The negative sign indicates a credit balance and that is good news, there is money to spend. There has been a transfer in of 3,473.00, and again the credit balance is good news. It is an addition to the fund balance, meaning additional money to spend. There have been expenditures of 7526.09, and the debit or positive balance shows this is money flowing out and being removed from the fund. The remaining amount is 5018.75. The credit balance in the YTD column and positive amount in the remaining amount column indicate there is fund balance available to spend.

None of these transactions took place in the current period of Oct-22. If they had, you could click on any blue amount in the Period Net column for more information. To get more detail, we can go to the Journal Detail tab and the Subledger Detail tab.

On the **Journal Detail** tab, we can use the Period Name drop down box to select multiple periods. Selecting all of the periods in the current year (Jul-22, Aug-22, Sep-22, Oct-22) will show us all of the transactions this year.

Select your organization and click apply to run the query.

The result of the query will look like this:

You can exclude columns by right-clicking in the navy blue bar, as in any other tab in the Finance Dashboard. The default starting point for this tab is including all available columns. The information tile has a guide to the fields.

Budget Status | **Journal Detail** | Subledger Detail | Wages and Fell◦

RICE

* Fiscal Year	2023 ▼
* Period Name	'Jul-22';'Aug-22';'S▼
Budget Period	FY22 Tracking Bu◦▼
Journal Source Name	--Select Value-- ▼
Entity	--Select Value-- ▼

ⓘ Journal Detail Guide

Journal Details

Finance Dashboard Overview | Budget Status Guide | Journal Detail Guide | Fund Balance Guide | Budget To Actuals Guide | Grad Student Payments Guide | Dashboard Tips and Tools

Journal Detail Tab
Finance Dashboard

This Dashboard Guide provides definitions for each element on this dashboard tab. Please also see Dashboard Tips and Tools for strategies on using the dashboard features.

What's Included on this Report
- Data is pulled from a data warehouse which is refreshed nightly
- Includes detailed information about general ledger journal entries
- Does NOT include detailed information about subledger transactions; see the subledger detail for transactions entered through expenses, procurement, payroll and other subledgers

Prompts
Make sure you check **Fiscal Year** and **Period Name** prompts in the first column to know what data you are viewing. In the columns with **Org, Fund Type, Fund Source** and **Account** most users will use the bottom level prompt – the one without the **Parent Level**. If you do use one of the **Parent Level** prompts, be sure to only select one prompt per column or iO will not find any data.

Key Fields/Columns
- **Journal Batch Name** – the automatically generated name (if it's an integration file) or user-selected name (from and FBDI spreadsheet or manual entry). The string of numbers (if any) is a transaction number for the general ledger posting. So, for example, a journal batch name of "Payables 123" includes the transaction number for the summary posting to the general ledger which is different than the transaction number for the individual vendor payments. This is like the IO equivalent of the old Banner journal number.

- **Posted Date** – the calendar date on which the entry was posted to the general ledger.

- **Journal Source Name** – the name of the channel, or source, of the entry. Choices include manual journal entry, department journals (FBDI uploads), gift journals, projects, payables subledger.

- **Category Name** – another piece of information about the channel, or source, of the entry. FBDI uploads are always "Misc Transaction" for example.

- **Period Name** – the effective period of the entry, the as-of date of the posting.

- **GL Code Combination ID** – the concatenated chart string with each segment separated by a period. Use text-to-columns on the Data menu in Excel to split.

- **Accounted Debit Amount, Accounted Credit Amount** – these fields are so useless. Seriously, just go to the next one which is called

- **Net Amount** – the amount of the transaction, expressed as a true debit or credit. Credits increase revenue and liabilities; debits increase expenses and liabilities.

- **Header ID, Journal Header Name, Journal Line Number, Journal Line Status** – miscellaneous data from IO.

- **Journal Line Description** – this is the detailed description information for the transaction. This section would include the donor name on gift journals, for instance.

The journal detail tab includes only information about General Ledger transactions. For more information about payables and expense report transactions, go to the **Subledger Detail** tab. Select the desired period (one at a time), organization, and any other parameters and click apply to run the query.

The result will show information about the transactions.

Additional resources are available if you would like to learn more about dashboards and IO.

https://imagineone.rice.edu

Quick reference guides, updates, webinars, videos and more

I would suggest going to the Training Catalog and searching your desired topic:

RICE UNIVERSITY
imagineOne
one system, one process, one access, one Rice

Training Catalog

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Current information from the Controller's Office

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[Research and Cost Accounting Blog (rice.edu)](#)