

SOFAS REPORTING QUICK TIPS SHEET

From 09/01/15 to 09/30/15

Student Org: (Org # - Org Name)

SOFAS Ad Hoc Reporting Fiscal Year: 2016

| Account Type | Date Range 08/01/15 | Beg. Balance | Receipts | Disb. | Balance | Trans. Date | ID | Source | Payer/Payee | Description |
|--------------|---------------------|--------------|----------|---------|--------------|-------------|----------------|--------|-------------|----------------------|
| 1 → Rec | Current | 0 | 1,740.00 | 0 | 1,740.00 | 8/17/15 | 0000214220 - 1 | REC | | Donations |
| | | 0 | 95.00 | 0 | 95.00 | 8/17/15 | 0000214220 - 2 | REC | | Donations |
| | | 2 → 0 | 1,835.00 | 0 | 1,835.00 | | | | | |
| 3 → Dis | Prior | 5,960.35 | 0 | 179.28 | 5,781.07 | | | | | |
| | 4 → Current | 0 | 0 | -119.31 | 119.31 | 8/6/15 | 00021386 - 2 | AP | TIM BURTON | HOTELS |
| | | 0 | 0 | 119.31 | -119.31 | 8/6/15 | 00022656 - 24 | AP | TIM BURTON | Expense Distribution |
| | | 5 → 5,960.35 | 0 | 179.28 | 5,781.07 | | | | | |
| | | 5,960.35 | 1,835.00 | 179.28 | 7,616.07 ← 6 | | | | | |

1 Receivables (Rec). Transactions where money is coming into the Student Org account will appear in the ‘Receivables’ rows of the report. In this example, the unit has received two deposits (one for \$1,740 and another for \$95).

2 Receivables Totals Row. The summary of all receivables is listed in italics. In this example, the total incoming amount is \$1,835.

3 Disbursements (Dis) - Prior. The prior balance of the account is listed first in the Disbursements section. The beginning balance begins accumulating at the beginning of the fiscal year (July 1). In this example the beginning balance for expenses is \$5,960.35.

4 Disbursements - Current. Any current expenses are listed in detail below the prior balance line. In this example a charge for \$119.31 was charged to the account, and then the check was cancelled resulting in the -\$119.31 transaction.

5 Disbursement Totals Row. The summary of all disbursements is listed in italics. In this example, the total incoming amount is \$1,835.

6 Totals. The summary of both receivables and disbursements is listed in italics in the last row of the report. In this example the beginning balance was \$5,960.35. They received \$1,835.00 and they spent \$179.28 resulting with an overall current account balance of \$7,616.07 as of 9/30/15.

7 Account Type. Distinguishes between the account type Receivable (Rec) and Disbursement (Dis) in the columns.

8 Date Range. Specifies the date range (Current vs Prior) for the data displayed in the column, and the month selected in the header.

9 Beg Balance. Displays the beginning balance as of July 1 for the prior period disbursements.

10 Receipts/Disb. These three columns display the transactions that have been received or spent.

11 Balance. The remaining balance for each row is displayed in this column. The formula is **‘Beg. Balance’ + ‘Receipts’ – ‘Disb’ = ‘Balance’**.

12 Transaction Information. The transaction date, transaction ID, source code, payer/payee information, and transaction description are displayed for user information. The transaction ID in this case refers to a system ID, and not the ID given after submitting a request for a disbursement.