Summit – Fund Summaries

Department Admin: Fund Balance Activity

Since this is a summary, the report is generated for a period of time from the beginning of the fiscal year through the date specified. If you want to see an entire fiscal year, select June, the last month of the year. For grad assistants you can either look at all of the businesses together, or select one under DeptID. Consultants will only have access to their business.

Here is the report you will get:
Most of this is somewhat self-explanatory: The Beginning Fund Balance is what was in your account on the first day of the fiscal year, then it shows everything added and subtracted from your account through the date specified. All numbers in blue are links that show all transactions under that category.

**Fiscal Year Additions** refer to non-business related funds such as donations, or if you receive a Cash-Flow Loan from the CSB.

**Fiscal Year Deductions** are likely not to occur, but can be for things such as electrical work not covered by the full costing agreement.

**Encumbrance** is the total value of all open purchase orders, meaning funds that are not available for use, but have not actually been subtracted from your account yet. As in, you can’t open a PO for more money than you have even if you don’t plan on spending the full amount (See **Budgeting**). This is also available as a tab in the **Transaction Detail Analysis** dashboard.

This is really the only other useful report on Summit. If you are interested in anything else about this system, either talk with the Director or Grad Assistants, or use the Summit Resource Documents here: https://www.umass.edu/afsystems/summit.