### Faculty Student Association of Downstate Medical Center

**Your Student Council Name**

As of 9/30/17 (4 months; 6/1/17 thru 9/30/17)

The FSA Fiscal Year Starts each June 1st and Ends each May31st. This sample Fiscal Year to Date (FYTD) report covers a 4 month period from June 1st, 2017 thru Sept 30th, 2017.

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Number</th>
<th>Account Title</th>
<th>Reference</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/17</td>
<td>XX-XXXX-XXX</td>
<td>(1st account number and Title)</td>
<td>Journal Entry</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6/1/2017</td>
<td>169-47</td>
<td>Journal Entry</td>
<td>Journal Entry</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6/2020</td>
<td>171-34</td>
<td>Journal Entry</td>
<td>Journal Entry</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9/30/2016</td>
<td>XX-YYYYY-XXX</td>
<td>(Next account number and title)</td>
<td>Journal Entry</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6/1/2017</td>
<td>171-33</td>
<td>Journal Entry</td>
<td>Cash Receipts</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6/22/2017</td>
<td>23-69</td>
<td>Journal Entry</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9/30/2017</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9/30/2017</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9/30/2017</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Notes:

1. **Most Councils have numerous associated detail account numbers and titles.** In the new Bb accounting system, FSA has tried to eliminate dormant accounts that have ZERO prior balance or activity. If such dormant accounts appear in your reports, or they no longer have value to your account purpose or activity, contact the FSA Business Office and request that they be permanently removed.

2. **Reference:** There should never be a blank Reference / transaction description. Our goal is to make all transaction references implicitly clear. If you see a blank or unclear description that you do not understand, you are urged to contact the FSA Business Office (718-270-3187) and ask for the additional relevant detail to your satisfaction.

3. **Grand Total Balances** in this example, this account started with $0, had $0 subtractions (net debits), had $4,012.54 in additions (net credits) the transfer on 6/1/XX of its prior year end credit balance, and ended the period with an available balance of $4,012.54.
   - For Beginning and Ending Balance columns, an (amount in parenthesis) MEANS THE ACCOUNT HAS AVAILABLE FUNDS.
   - If a Balance Amount has a positive number, having NO parenthesis, it MEANS THE ACCOUNT IS IN A DEFICIT. Why is the minus sign 'reversed'? A brief summary for 'non-accountants': The accounting system reflects that the real dollars are in a real bank account held by FSA. Thus the positive cash value is reflected in FSA’s bank accounts that are being held in trust for ALL SAF accounts. Thus, the offsetting accounting entry in every individual SAF Account has a corresponding negative value. As the implementation and training on the new Bb system proceeds, FSA’s goal is to eliminate such report format confusion.

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Got a Suggestion? Something still seem confusing? - let us know - eMail the **FSA Business Office team (eMail Link)**
Report name: TAZZZ - Activity report
Include these dates: <Specific fiscal periods> (6/1/2016 to 9/30/2016)
Do not show budget
Include these Funds: 30
Include these Projects: 11300
Include all Account Attributes
Include all Accounts
Include all Categories
Include all Journals
Include all Project Attributes
Include all Transaction Attributes
Include all Classes
Include all Posted Transactions
Include all Not Yet Posted Transactions
Exclude accounts with a zero beginning balance and no activity
Exclude accounts with no activity
User has access to all accounts
Include all Batch#(s)
Include all Session#(s)
Include all Transaction#(s)
Include all Department(s)

At the end of a report, gives the complete report parameter - details used to produce the report. FSA expects to improve report format and capabilities as the FSA Business Office training on this new Bb software evolves.