Faculty Student Association of Downstate Medical Center
Trust and Agency Reports - TA ZZZ

As of 9/30/16 (4 months; 6/1/16 thru 9/30/16)

The FSA Fiscal Year Starts each June 1st and Ends each May 31st. This sample Fiscal Year to Date (FYTD) report covers a 4 month period from June 1st, 2016 thru Sept 30th, 2016.

Date and time report was run: 11/1/2016 11:26:32 AM

Account: XX-XXXX-XXX (1st account number and title)

1. Some TA accounts have associated detail account numbers and titles that were set up years ago, but are currently dormant / no longer used. In the new Bb accounting system, FSA has tried to eliminate dormant accounts that have no 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 - Transaction descriptons: This new Bb account system established on 6/1/16 (new fiscal year start) causes ALL accounts in Bb to reflect an initial transaction on 6/1/16 with the description = "to Record the Account's Opening Balance", that = the ending balance of the prior year at fiscal year end on 5/31/16. There should never be a blank Reference / transaction description. If there is, or if you do not understand a particular transaction description, 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 TA account started with $0, had $0 subtractions (net debits), had $4,012.54 in additions (net credits) including the 1 transfer on 6/1/16 of its prior year end credit balance from the old accounting system, and ended the period with an available balance of $4,012.54.

- For Begin 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 TA accounts. Thus, the offsetting accounting entry in every individual TA 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.

FSA reports are now generated from new Blackbaud Financial Edge Software (Bb), implemented 6/1/2016. FSA's old system (Acc-Pak) was closed out 5/31/16 with all balances transferred to its new Bb account.
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.