

Faculty Student Association of Downstate Medical Center

SAF reports display Student Council Name on this line →

(Your) Student Council Name

As of 9/30/17 (4 months; 6/1/17 thru 9/30/18)

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, 2017 thru Sept 30th, 2017.

A Debit is an amount subtracted from the account

A Credit is an amount ADDED to the account.

\$ Amount for the applicable row

Date	trans number Trans.	trans type Journal	Reference	Debit Amount	Credit Amount	Balance
1st acct → XX-XXXXX-XXX Depending on your Council's Certified Budget your Council has several associated "ine item accounts" for different categories of income, expenses, clubs and programs. In this sample report, the Council has only two individual accounts.						
Account: XX-XXXXX-XXX (1st account number and Title)						
When there are transactions posted to an account in the report period, the applicable Date, Transaction #, Type of entry, Payee and description will appear on rows between the starting balance and ending balance rows.						
6/1/2017			Account Beginning Balance (start of report period)			\$0.00
6/1/2017	169-47	Journal Entry	TRANSACTION DESCRIPTION APPEARS HERE		\$3,012.54	
6/20/2017	171-34	Journal Entry	TRANSACTION DESCRIPTION APPEARS HERE		\$1,000.00	
Account Subtotals				\$0.00	\$4,012.54	
Account Net Change (The net of all debits and credits during report period)						(\$4,012.54)
Account Ending Balance (at end of report period)						(\$4,012.54)
Next Account: → XX-YYYYY-XXX						
Account: XX-YYYYY-XXX (Next account number and title)						
6/1/2017			Account Beginning Balance			\$0.00
6/20/2017	171-33	Journal Entry	TRANSACTION DESCRIPTION APPEARS HERE	\$1,000.00		
6/22/2017	23-69	Cash Receipts	TRANSACTION DESCRIPTION APPEARS HERE		\$1,000.00	
Account Subtotals				\$1,000.00	\$1,000.00	
Account Net Change						\$0.00
Account Ending Balance						\$0.00
After all accounts, there is a Grand Total Section						
6/1/2017			Grand Total Beginning Balance			\$0.00
9/30/2017			Grand Total Net Change			(\$4,012.54)
9/30/2017			Grand Total Ending Balance			(\$4,012.54)

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.

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 I 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.

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.

Got a Suggestion? Something still seem confusing? - let us know - eMail the [FSA Business Office team \(eMail Link\)](#)

Faculty Student Association of Downstate Medical Center

Trust and Agency Reports - TA ZZZ

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

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.