

Faculty Student Association of Downstate Medical Center where ZZZ=Your TA account #

11/1/2016 11:26:32 AM

↖ Date and time report was run

→ **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

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.	Journal	Reference	Debit Amount	Credit Amount	Balance
1st acct → XX-XXXXX-XXX	Depending on your TA account purpose, your account may have one or several associated accounts for different categories of income or expenses. In this sample TA Account report, the TA Account has two individual accounts set up under this master TA Account #					
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.						
6/1/2016			Account Beginning Balance (start of report period)			\$0.00
6/1/2016	169-47	Journal Entry	TRANSACTION DESCRIPTION APPEARS HERE		\$3,012.54	
6/20/2016	171-34	Journal Entry	TRANSACTION DESCRIPTION APPEARS HERE		\$1,000.00	
			Account Subtotals	\$0.00	\$4,012.54	
9/30/2016			Account Net Change (The net of all debits and credits during report period)			(\$4,012.54)
9/30/2016			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)						
6/1/2016			Account Beginning Balance			\$0.00
6/20/2016	171-33	Journal Entry	TRANSACTION DESCRIPTION APPEARS HERE	\$1,000.00		
6/22/2016	23-69	Cash Receipts	TRANSACTION DESCRIPTION APPEARS HERE		\$1,000.00	
			Account Subtotals	\$1,000.00	\$1,000.00	
9/30/2016			Account Net Change			\$0.00
9/30/2016			Account Ending Balance			\$0.00

6/1/2016			Grand Total Beginning Balance			\$0.00
9/30/2016			Grand Total Net Change			(\$4,012.54)
9/30/2016			Grand Total Ending Balance			(\$4,012.54)

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.

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)
 - 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.

2. **Reference - Transaction descriptions:** 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.

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

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.