

FITCHBURG

STATE

COLLEGE

To: College Community

From: Mary Lynn Leary
Assistant Vice President of Finance

Date: June 29, 2009

SUBJ: **FY2010 Operating Budgets**

The approved FY2010 base budget amounts have been entered into Banner and are available for your review.

To run your budget report, please proceed as follows:

- Use the Comptroller's Report/SDA Software;
- Login to the SDA report software, select the report tab, and drill down to the "Approved Budget Report";
- Click on the View Report Icon, enter Fiscal Year "10" and enter chart "1";
- To view approved budget information in all Funds, enter the "%" sign for Fund or the actual fund you wish to see and then enter your Organization Code.

When looking at your accounts in Banner, the Fiscal Year is automatically defaulted for 09 and will continue to do so until July 1, 2009. Beginning July 1, 2009, the default will automatically change to 10 for Fiscal Year 2010. If you wish to view any other fiscal year other than the defaulted one, you may simply type in the desired year.

In an effort to streamline we have consolidated bottled water budgets into one account for the College. Therefore, any DS Waters (Belmont Spring) invoices will go directly to Financial Services and be paid from a central college account. The expense will not be reflected in departmental budgets.

As you review your reports, please do not hesitate to call me at extension 3104, Heidi Swift at 3479 or Doreen Ares at extension 3123 for any assistance or clarification. We look forward to working with you in the upcoming fiscal year. Thank you.