



Budget Reports Glossary

The Office of the AVP for Finance, Budget and Planning/Comptroller is pleased to distribute new reports that will assist departments in managing their tax levy budgets more effectively.

Available reports include:

<u>Budget Category</u>	<u>Corresponding Filename</u>
▪ OTPS	OTPS Report – [Account Number]*.htm
▪ Postage	Postage Report – [Account Number]*.htm
▪ Temporary Services	Temporary Report – [Account Number]*.htm

The reports are in HTML file format and can be read by any web browser. If you double-click the attached files, they will automatically open in your browser. For best results when printing, set the page to print in landscape to be sure the pages are printed in their entirety. In addition you may view details for each entry by clicking on it. [*See illustration on the following pages.*]

Below is a short glossary of budget terms:

- **Fiscal Year** - The 12 month period for which the budget is applicable. For Brooklyn College, this is July 1 through June 30.
- **Budget** - Total amount of funds for the fiscal year
- **OTPS** – Other Than Personnel Services
- **MTD (month-to-date)** - Bills that have been paid during the month
- **YTD (year-to-date)** - Bills that have been paid during the fiscal year (including those paid during the month)
- **Open Encumbrance** - Current commitments that have not been paid as of yet
- **Available Balance** - Budget less year-to-date expenditures less open encumbrances

If you have any questions, please contact the Office of the AVP for Finance, Budget and Planning/Comptroller at extension 5102 or email Alan Gilbert: agilbert@brooklyn.cuny.edu.

* [*Account Number*] is the specific account number for your department. If your department has multiple accounts, you will receive reports for each account that has a budget.

NOTE TO USERS RUNNING WINDOWS XP SERVICE PACK 2:

Depending on your security settings Internet explorer may restrict the file from showing active content. To enable active content, you may right-click on the Information Bar (at the top of your browser, right underneath the address bar), select 'Allow Blocked Content' and click 'YES' in the prompt that follows. You will need to do this each time you open a report.



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Department Name - OTPS REPORT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: C:\Documents and Settings\David Finkelstein\Desktop\OTPS Report Sample.htm

(Department Name)
(Account Number)

OTPS REPORT

Report Period: 7/1/2004 to 3/21/2005

Detail	Budget	MTD	YTD	Open Encumbrance	Available Balance
Total Expense:	2,000.00	248.27	953.57	100.00	946.43

Department Name - OTPS REPORT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: C:\Documents and Settings\David Finkelstein\Desktop\OTPS Report Sample.htm

(Department Name)
(Account Number)

OTPS REPORT

Report Period: 7/1/2004 to 3/21/2005

Description	MTD	YTD	Open Encumbrance	Total Cost
CENTRAL STORES SUPPLIES ONLY	248.27	621.77	100.00	721.77
OFFICE SERVICES	0.00	331.80	0.00	331.80
Summary Expand/Suppress All	248.27	953.57	100.00	1,053.57

Department Name - OTPS REPORT - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: C:\Documents and Settings\David Finkelstein\Desktop\OTPS Report Sample.htm

(Department Name)
(Account Number)

OTPS REPORT

Report Period: 7/1/2004 to 3/21/2005

Description	MTD	YTD	Open Encumbrance	Total Cost
CENTRAL STORES SUPPLIES ONLY	248.27	621.77	100.00	721.77
OFFICE SERVICES	0.00	331.80	0.00	331.80
XEROX CORP 401608D - 11/23/2004 CUSTOMER MOVES AND RELOCATION AS PER INVOICE #189353640	0.00	331.80	0.00	331.80
Summary Expand/Suppress All	248.27	953.57	100.00	1,053.57