Bard

Understanding the Restricted Fund Report

Accessing the Report

Navigate to bardssb.bard.edu and log in using your Bard College credentials.
In the Finance tab, enter the Restricted Fund Budget report tool to view your fund balance and details.

A new tab will pop up that brings you into an Evisions splash screen. Click *Use Single Sign-On*.

Using the Report

Date Range: Most Restricted Funds should be viewed life-to-date, so the pre-populated *From* date should not be changed. The exception is if the fund number was reused. You would be notified when the fund was given to you, but contact budget@bard.edu if you are unsure if this applies to you.

The *To* date defaults to the current date. Using the current date will show balances and transactions as of the current date. You can change this date if needed.

Funds: You can only select one Fund at a time. Select the desired fund and the Department (Org) codes will populate. The list will include all Department codes you are authorized to view that have ever been used with the selected Fund during the Date Range selected.

Department: You can select multiple Department codes by holding the Ctrl button while clicking the desired Department codes. Selecting the Department code(s) will populate the box halfway down the screen.

Account Balances: The box halfway down the screen displays the accounts within the selected Department code(s) and the total income or expense recorded to each account during the Date Range selected. Clicking on an account's line will populate transaction details for that account. You can select multiple accounts by holding the Ctrl button while clicking the desired account lines.

Total Income: This is the sum of the income recorded in all the accounts within the Fund and Department(s) you selected during the Date Range. This should be a positive number. If it is a negative number and you cannot determine why *or* if this is needs to be corrected, please contact budget@bard.edu.

Total Expense: This is the sum of the expenses recorded in all the accounts within the Fund and Department(s) you selected during the Date Range. This should be a positive number. If it is a negative number and you cannot determine why *or* if this is needs to be corrected, please contact budget@bard.edu.

Total Income: This is the sum of the income recorded in all the accounts within the Fund and Department(s) you selected during the Date Range.

*To find your Restricted Fund balance, subtract the **Total Expense** from the **Total Income**.

Transaction Details: The bottom box on the screen displays the transaction details for the selected accounts during the Date Range. Income and Expenses are positive numbers *except under certain circumstances.* There could be a negative income transaction to move income to a different account or if a payment/donation was returned. There could be a negative expense transaction if we were refunded for a purchase or to move a purchase to a different account. A negative number reduces the total. Please contact budget@bard.edu if you need transaction clarification.

You can use this button ⚙ to export some or all records into a CSV file.

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