Monitoring Reports
Budget Progress ‘Summary’ & ‘Detail’ Reports

- The Budget Progress Report is the primary method utilized to regularly monitor the status of a Unit’s current budget, the actual expenditures to date, and the remaining balances in each account.
- Access to reports requires a Banner login and password as well as setting up the recipient of the appropriate depts for which the Budget Manager has responsibility.

  Banner login and password: Contact Dovie McEntire, Information Technology at 706-864-1922.

  Departmental Report Access: Contact Angelina Masheva, Comptroller’s Office at 706-867-2536.

- After completing the two steps above, below is the link to access your reports:

  https://ungssb.ung.edu/pls/ungprod/twbkwbis.P_wwwlogin

- An example of a “Budget Progress Report – Summary” is accessible from the Budget Handbook on the Budget Office web page. A similar report, “Budget Progress Report – Full Detail” is also available. The Full Detail provides vendor information and specified amounts, associated purchase order and check numbers, as well as the date of purchases.

- Monitoring budget progress reports insures accuracy of budget to actual expenses, and is similar to balancing a personal check book. Please refer to “Who to Call for Assistance”, also accessible in the Budget Handbook, these contacts can help with reporting discrepancies or resolving pertinent report questions.