Reporting and E-print Reports

Useful E-print reports

**FZRBDS**: Budget Status By Account.
- **Page Key Options**: College – 3 digit
  Dept – 5 digit
  Org – 6 digit
- **View**: Almost the same as a budget query *
  - Adjusted Budget
  - Current Activity*
  - YTD Activity
  - Encumbrances/Reservations
  - Available Balance
- **Subtotals** by each account pool
- **Net Totals** at the bottom of each Fund Org Combination.
  - Note: Net Positive Balance shows as (-)

**FZRODTA**: Organization Detail Activity
- **Page Key Options**: Fund
  Org – 6 digit (Can use wildcard to broaden the search)
- **View**:
  - Budget Activity
  - Transaction Activity
  - Encumbrance Activity
- **Totals** by account type (i.e. 5,6,7,8 etc.)

**FZODOS1**: Department Operating Summary
- **Page Key Options**:
  - College – 3 digit
  - School – 4 digit
  - Dept – 5 digit
- **View**: Almost the same as budget query*
  - Adopted Budget
  - Budget Adjustments
  - Adjusted Budget
  - Current Rev/Current Exp*
  - YTD Rev/YTD Exp
  - Encumbrances/Reservations
  - Balance Available Operating Ledger
- **Combined report lists 6 digit org followed by all funds tied to said org per major funding source.**
- **Subtotals** each org
- **Totals** Unrestricted, Contracts and Grants, Auxiliaries and other restricted, and Plant
**FZODOS2**: Same look as DOS1, except only shows C&G and Cost Shares

**FZODOS3**: Broken down by PI, Grants belonging to that particular PI listed and totaled
  *Also includes project to date

**FZOREMM:**
- Page Key Options: College – 3 digit
  Dept – 5 digit
  Org – 6 digit
- View:
  - Adjusted budget
  - Actuals for each Month of the fiscal year
  - Total (Actuals + Enc)
  - Subtotals by account type (rev/exp)
  - Net Available Balance – Available Balance for the F/O Combo
- Beneficial to ensure that expenses are steady. Note drastic jumps and easily identify with a budget query.

**FZRFATE:**
- Page Key Options:
  - College – 3 digit
  - School – 4 digit
  - Dept – 5 digit
- View:
  - F/O/A/P
  - Transaction Date
  - Document Code
  - Amt
  - Expected Org
- Use in identifying POTENTIAL errors