

Reporting and E-print Reports

Useful E-print reports

FZRBDSC: 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

FZDOS2: Same look as DOS1, except only shows C&G and Cost Shares

FZDOS3: 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