Report Summary

This report is designed to display all current month transactions and prior month balance forwards by Account Type for a specified fiscal year and fiscal period. Do not use this for Grant inception to date reporting. Use the Monthly Grant Details to produce accurate results.

**Note:** The data warehouse includes all transactions up to and including yesterday’s data. Any transactions entered on Banner today will only appear in the warehouse tomorrow.

**The prompting query fields are:**

- **Fiscal Year** – single value only (eg: 02 – 2001/2002)
- **Fiscal Period** – single value only (eg: 01= June)
- **Fund Code** – single value only (eg: the six digit fund code)

This report is grouped by:

- **Account Type** (Revenue, Salaries, Benefits, Expenditures and Transfers)
- **Account code:** current month totals and year to date totals are displayed by Account code

**The Dollar columns are:**

- **Accounted Budget** - Total budget for a fiscal year, including adopted budget and budget adjustments
- **Actuals** – Actual revenue, labour and expenditure transactions posted
- **Commitments** – A combination of Reservations which is the setting aside of budgets usually derived from Purchase requisitions and Encumbrances which is a firm obligation for future payment usually generated for Purchase Orders and Appointment forms.
- **Remaining Budget** – Total Accounted Budget (+/-) Actuals (+/-) Commitments

**The Sub Totals are:**

- **Total for the month:** Sum of all current month transactions posted within the Account code excluding the prior month balance forwards.
- **Year to date total:** Sum of all transactions posted within the Account code including the prior month balance forwards.

**The Summary totals are:**

- **Total Accounted Budget:** Grand total of the Accounted Budget column for the Fund
Monthly Fund Details by Account Type

Total Actuals: Grand total of the Actuals column for the Fund

Total Commitments: Grand total of the Commitments column for the Fund

Fund Balance: Grand total of the Remaining Budget column for the Fund