Report Summary

This report is designed to display a summary of all current month transactions and prior month balance forwards by Account Type for a specified fiscal year and fiscal period. This report has drill down capabilities to view transaction details by account code. Do not use this for Grant inception to date reporting. Use the Monthly Grant Summary 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:** sub 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 Summary totals are:

- **Total Accounted Budget:** Grand total of the Accounted Budget column for the Fund
- **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

**Drill-Down:**

In order to use the drill down feature, double click with the mouse on the account code of choice. The transactions relating to the account will be displayed. Click on the Red X to clear the drill down and select another code to view.