

Business Manager Banner Reports in e~Print Finance Monthly Repository

General:

e~Print Repository sign-on link

<http://report-net/cgi-bin/eprint.cgi>

(also found on the Employee Resources window of the Employee tab of USFconnect)

Unrestricted (-U) and Restricted (-R) report runs are separated and labeled accordingly

Reports:

FGRBDSC Budget Status (Current Period)

For each organization, this report displays adjusted budget, current month and year-to-date activity, budget reservations, and the available balance for each organization by account with account type (level 2) subtotals, e.g. Staff, Benefits, General Operating, etc.

- Adjusted Budget is equivalent to Total Available Budget in SSB Finance, i.e. includes One-Time Adjustments
- Year-To-Date Activity includes Current Period (month) Activity
- Budget Reservations is equivalent to Commitments in SSB Finance, i.e. equals Encumbrances and Reservations
- Available Balance equals Adjusted Budget, less Year-To-Date Activity, less Budget Reservations
- Last page for a given Organization provides an account type (level 1) summary where Net equals Total Revenue, less Total Salaries & Benefits, less Total Expenditures, less Total Transfers

FGRODTA Organization Detail Activity

For each organization, this report displays revenues and expenses, budget and encumbrance activity, within a specific period, i.e. From and To dates in report's header, by account

- Beginning Balance summarizes activity prior to the starting date of the report
- Ending Balance is the Beginning Balance plus all activity shown
- Last page for a given Organization provides account type (level 1) subtotals, i.e. Revenue, Salaries & Benefits, Expenditures, Transfers

FZRBDS Organization and Account Type Summary

This report displays base budget, available budget, current month and year-to-date activity, commitments, and balance available for each predecessor organization (higher level organizations, e.g. divisions, units, subunits). For each predecessor organization, budgets and activity are summarized by organization found within it, as well as by account types (level 2), e.g. Staff, Benefits, General Operating, etc.

- This report available to division, unit, and subunit business managers only
- Predecessor organizations include levels 1 through 4 (see University's Organizational Hierarchy)
- Base Budget equals SSB Finance Total Available Budget less One-time Budget Adjustments
- Available Budget includes SSB Finance One-time Budget Adjustments
- Year-To-Date Activity includes Current Period Activity
- Balance Available equals Available Budget, less Year-To-Date Activity, less Commitments
- Organization summary section (above dashed line) displays revenues as negative, and expenses as positive values
- Account Type summary section (below dashed line) displays revenues and expenses as positive values (as with FGRBDSC report); section Total equals Total Revenue, less Total Salaries & Benefits, less Total Expenditures, less Total Transfers