# Overview of Banner Finance e~Print Reports

❖ FZR0090 – Monthly Budget Summary by FOAP

➢ FRS equivalent = FBM090

➢ Frequency
  ▪ Initially, this report will be run monthly (as of July 31)
  ▪ Goal is to eventually run this daily

➢ Overview:

  ▪ This report is a summary of Banner Finance activity by Fund/Org combination
  ▪ Everyone views the same report, but the transactions are screened by Fund/Org security. Each user can access only the transactions processed against FOAPs that they have access rights to view.
  ▪ Common use
    • Quick way to see you're a summary of all of your Fund/Org combinations (SSB allows for this, but you would have to run individual queries by Fund/Org combination)

➢ Report Setup
  ▪ Fiscal year, fiscal period & end date of the report are displayed on the report heading
  ▪ Fund & Org codes and descriptions are displayed at the top left side of the report
  ▪ Data is grouped by Fund/Org combination
  ▪ Index is also displayed to help you relate back to FRS
  ▪ Sort within Fund Org combination is by account code
  ▪ Amounts are listed under columns similar to those found in SSB queries
    • Bonus 1 – Current period column is part of this report, but not part of SSB
    • Bonus 2 – Original budget column is part of this report, but not part of SSB
  ▪ The report calculates two totals per Fund/Org combination – one for revenues & another for all other transaction types.
  ▪ Report also contains subtotals by account type
    • Note that this allows you to see available balances for pools (e.g. Account type 76 – discretionary)
  ▪ Added Bonus
    • Viewing this report as a PDF will display tabs at the left side of the page. These tabs will list all of the funds & orgs you have access to in Banner (in case you aren't sure)

❖ FZR0091 – Monthly Transaction Detail by FOAP

➢ FRS equivalent = FBM091

➢ Frequency
  ▪ Initially, this report will be run monthly (as of July 31)
  ▪ Goal is to eventually run this daily

➢ Overview
  ▪ This report is a list of Banner Finance transactions by Fund/Org combination
  ▪ Everyone sees the same report, but the transactions are screened by Fund/Org security. Each user sees only the transactions processed against FOAPs that they have access rights to view.
  ▪ This report has two common uses
    • Quick way to see your transactions (SSB allows for this, but unless you know the transaction number it requires you to run a query and drill down)
    • Transaction reconciliation

➢ Report setup:
  ▪ Fiscal year & date range of the report are displayed on the report heading
  ▪ Transactions are grouped by Fund/Org combination
  ▪ Fund & Org are displayed at the top left side of the report
  ▪ Index is also displayed to help you relate back to FRS
  ▪ Sort within Fund/Org combination is by account code
  ▪ Transaction amounts are listed under one of three columns, depending on the transaction type
    • Budget activity, revenue expense activity, commitments (reqs & POs)
    • A fourth column – Pending Requisitions is a work in progress
  ▪ The report calculates two totals per Fund/Org combination – one for revenues & another for all other transaction types.