

Budget vs Actual Report for All Ledgers

The Budget Vs Actual Report summarizes financial data by fiscal year and month (accounting period) for the selected Organization Level by fund source (the first digit of the Organization): 1- Appropriated and University Income Fund, 2-Local/Other Current Unrestricted Funds, 3- Revenue Bond Funds, 5-Current Restricted Funds and 7- University Plant Funds. The second digit indicates the Executive Level: 1-President 2- Academic VP/Provost, 3- Vice President for Business Services, 4- Vice President for Student Services and 5- Vice President for External Relations.

This report summarizes the Personnel, Non-Personnel and Revenue data for individual Organization in the Departments by Fund Source (Ledger Type), so that departments can see all the data at one place.

1. Open your web browser, enter <http://www.eiu.edu/banner/>
2. Under Reporting select **Argos - Production**
3. Enter your Username and Password.
4. Click on the + sign in front of “Financial Managers Reports” on the left-hand side.
5. Click on the + sign in front of “Budget Vs Actual Report for All Ledgers (withFOS)”.
6. Click on “Budget Vs Actual Report for All Ledgers”, then click “Run Report”.

The screenshot displays the Argos - Eastern Illinois University web application interface. The browser window title is "Argos - Eastern Illinois University". The menu bar includes "File", "Edit", "View", "Tools", and "Help". The toolbar contains buttons for "Logout", "Back", "Forward", "Cut", "Copy", "Paste", "Delete", "Import", "Export", "Publish", "Security", "Library", and "COOP Site".

The Explorer pane on the left shows a tree view of reports. The "Financial Managers Reports" folder is expanded, and the "Budget Vs Actual Report for All Ledgers (with FOS)" report is selected. A red arrow points to the "+" sign next to "Financial Managers Reports". Another red arrow points to the "+" sign next to "Budget Vs Actual Report for All Ledgers (with FOS)". A third red arrow points to the "Budget Vs Actual Report for All Ledgers" report icon.

The main content area displays the "Budget Vs Actual Report for All Ledger" page. The title is "Budget Vs Actual Report for All Ledgers". The author is "Ipadmaraju". The date created is "7/30/2013 4:03:32 PM" and the date last modified is "7/30/2013 4:03:32 PM".

The "Report Viewer actions" section includes three buttons: "Run Report" (Run this Report), "Run Saved" (Run this Report by loading a saved state), and "Shortcut" (Add a shortcut for this Report). A red arrow points to the "Run Report" button.

The "Notes" section is currently empty.

7. Select your parameters

- a. Click on the down arrow next to “Select Fiscal Year:” to choose the desired year.
- b. Click on the down arrow next to “Select Acct. Period:” to choose what.
- c. For the “Select Hierarchical Org” box, note the first digit of the Org - Source of Funds is excluded.

8. At this point you can either

- a. Click on one of the icons at the top right. Preview, Save, E-Mail or Print
- b. Click “Get Quick View Results”
 - i. Then right-click in the box to save results

Budget Vs Actual Report for All Ledgers (with FOS). Budget Vs Actual Report for All Ledgers

Dashboard Options: Saved Settings

Report Options: Budget Vs Actual Report for All Ledgers

Preview; Save; E-Mail; Print

Year-To-Date Budget Vs Actual Report for All Ledgers with Fund Org Security

Select Fiscal Year: 14: from 01-JUL-13 to 30-JUN-14

Select Acct. Period: 12: from 01-JUL-13 to 30-JUN-14

Select Hierarchical Org#:

- 1 - President
- 10 - President
- 100 - President's Office
- 101 - Other President Reports
- 110 - Civil Rights
- 120 - General Counsel

For Help and Support Contact:
L Padmaraju - 581-6603
lpadmaraju@eiu.edu
Dave Watson - 581-7819
jsims@eiu.edu

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Notes: The Budget Vs Actual Report summarizes financial data by fiscal year and month (accounting period) for the selected Organisation Level by fund source (the first digit of the Organization): 1-Appropriated and University Income Fund, 2-Local/Other Current Unrestricted Funds, 3-Revenue Bond Funds, 5-Current Restricted Funds and 7- University Plant Funds. The second digit indicates the Executive Level: 1-President 2- Academic VP/Provost, 3- Vice President for Business Services, 4- Vice President for Student Services and 5- Vice President for External Relations.

- Choose the Fiscal Year
- Choose the Month (Accounting Period) (Note, be aware of closed months. The amounts are not final until the month has closed)
- Select the Hierarchical Orgn Code (the First digit of the Org - Source of Funds is excluded)

This report Summarizes the Personnel, Non-Personnel and Revenue data for individual Organization in the Departments By Fund Source(Ledger Type), so that departments can see all the data at one place.

Get Quick View Results

ORG_L1	ORG_DESC1	ORG_L2	ORG_DESC2	ORG_L3	ORG_DESC3	ORG_L4	ORG_DESC4	ORGN	ORGN_DESC	FMGR_NAME	P_BUDGET	P_YT
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