Fund by Account

The Fund by Account documents provide a summary and detailed view of revenues and expenditures by fund and account code for the selected organization levels and/or fund.

The detailed view is at the data entry account level and the summary view is at a higher account level. Both views display the adopted budget, revised budget, current and year-to-date or inception-to-date amounts, commitments, and budget balance remaining.

How to run the document you want

Click the Fund by Account option on the Finance Reporting Menu to open the version menu. There are two choices for running this set of reports – YTD and ITD. The YTD report provides financial information for current month and fiscal year to date; the ITD report provides financial information for current month, fiscal year to date and inception to date. The ITD report only includes inception to date type funds; these funds are excluded from the YTD report. Click the button for the desired version. You will then be prompted to complete the report filters below.

Report filters

1. **Calendar Month and Year (Required)**: Select the calendar month and year corresponding to the last fiscal period to include in the report from the drop-down menu. CURRENT and PRIOR are displayed for the current month and previous month respectively. These options are useful when creating subscriptions for the report to run each month automatically.
2. **Organization Hierarchy Levels** (Optional on YTD report only): Move the desired organization levels from the Available box to the Selected box. The hierarchy levels are listed in a tree view meaning that you can expand the level by clicking on the arrow to the left of the name. Using that approach you can select the element you want and move to the Selected box using the arrows in the middle (or double-click on it). Alternatively, you can move the hierarchy name (e.g. FIN L5 – Department for Prompt) to the Selected box. Then click the Empty link and select your desired elements. More than one selection can be made. If no selections are made, the report will run for all organization levels that you have access. The document will populate with all organization hierarchy levels below the selected level.
3. **Funds** (Optional): Move the desired funds from the Available box to the Selected box.

When you have completed your selections, click Run Document at the bottom left corner.

Report Views

Use the drop-down lists at the top of the document to filter your results as needed.

Switch between the Summary and Detail reports by clicking the applicable tab at the top of the document.

Tips

Click the options menu on the toolbar (3 horizontal lines) to print, export to PDF, re-prompt, or schedule delivery.

Open the underlying report (data set) by clicking the Data Extract link. To download to excel, click the “Report Home” drop down menu, and select “Export > Excel with…”. Complete the export options as desired.

NOTE

The YTD version of this report displays output based on the Banner set up for fund, account, and organization as of the end of the fiscal year the report is submitted for. For example, if the organization code on a fund is 012301 at the end of June 2016 and then changed to 012302 in July 2016, all activity for the fund will be reported under organization 012301 for any report submitted in FY16 but would be reported under 012302 for any report submitted in FY17.

The ITD version of this report displays output based on the current Banner set up for fund, account, and organization. For example, if the organization code on a fund has been changed from 012301 to 012302, all activity for the fund will be reported under organization 012302 regardless of what time frame the report is submitted for.