

Operating Statement by Account

The Operating Statement by Account document provides a summary of revenues, expenditures, and transfers by account code in an organizational view or a fund view based on the parameters selected.

How to run the document you want

Click the Operating Statement by Account option on the Finance Reporting Menu to open the version menu. There are four choices for running this set of reports:

1. **Org Details** – Produces a fiscal year to date operating statement that list summarized activity by account code. There is a separate column for each month's activity. The report also includes columns for adjusted budget, budget variance, % of budget spent, and prior year actual for the same period in the prior fiscal year.
2. **Org Summary** – Produces year-to-date operating statement that list summarized activity by account category. There are columns for the adjusted budget, current year actual, budget variance, percent of budget spent, prior year actual through the same period, year to year dollar variance, and year to year percentage variance.
3. **Fund Details** – Produces a fiscal year to date operating statement that list summarized activity by account code. There is a separate column for each month's activity. The report also includes columns for adjusted budget, budget variance, % of budget spent, and prior year actual for the same period in the prior fiscal year.
4. **Fund Summary** – Produces year-to-date operating statement that list summarized activity by account category. There are columns for the adjusted budget, current year actual, budget variance, percent of budget spent, prior year actual through the same period, year to year dollar variance, and year to year percentage variance.

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):** 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-Current) 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 Hierarchy Levels (Optional):** Move the desired fund levels from the Available box to the Selected box. Refer to bullet 2 for using the tree view. **Please note that if you select to run the Org Details or Org Summary versions of the document, the Funds Hierarchy Levels prompt will not display.**
4. **Account Hierarchy Levels (Optional):** Move the desired account levels from the Available box to the Selected box. Refer to bullet 2 for using the tree view. If no selections are made, the report will include all accounts with data.

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 views by clicking the applicable tab at the top of the document. If the document was submitted for the Org Detail or Org Summary, the tabs will be the levels of the organization hierarchy. If the document was submitted for the Fund Detail or Fund Summary, the tabs will be the levels of the fund hierarchy.

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

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.