

Snapshot by Financial Manager

The Snapshot by Financial Manager document provides a summary of funds for each financial manager. This document can be ran for a specific financial manager or for a specified organization (any level).

One report is included in the document:

1. **Snapshot by Financial Manager** – displays the organization code, the adopted and revised budgets, actual-to-date expenditures for the period and the fiscal year, commitments, budget available, and percent of budget used for each fund. Funds are grouped together by financial manager. Funds with no financial manager are listed as “Not Available”.

How to run the document you want

Click the Snapshot by Financial Manager option on the Finance Reporting Menu. 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. **Fund Financial Manager (Optional):** Move the desired financial manager from the Available box to the Selected box.
3. **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 for Prompt) to the Selected box. Then click the Empty link and select your desired elements and click OK. 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.

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.

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 organization code.