

## **Snapshot by Fund**

**The Snapshot by Fund document provides a summary by fund(s) for the specified fund level (any level including the data entry fund).**

One report is included in the document:

1. **Snapshot by Fund** – displays the budget, actual-to-date revenues and expenditures for the current month selected and for the fiscal year, commitments, budget balance available and percent of budget used. No budget activity is reported for unbudgeted local funds. These funds are monitored by the cash balance (available on the Local Cash Balance report).

### **How to run the document you want**

Click the Snapshot by Fund 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 Hierarchy Levels (Optional):** Move the desired fund level from the Available box 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 fund levels that you have access to. The document will populate with all fund 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 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.