

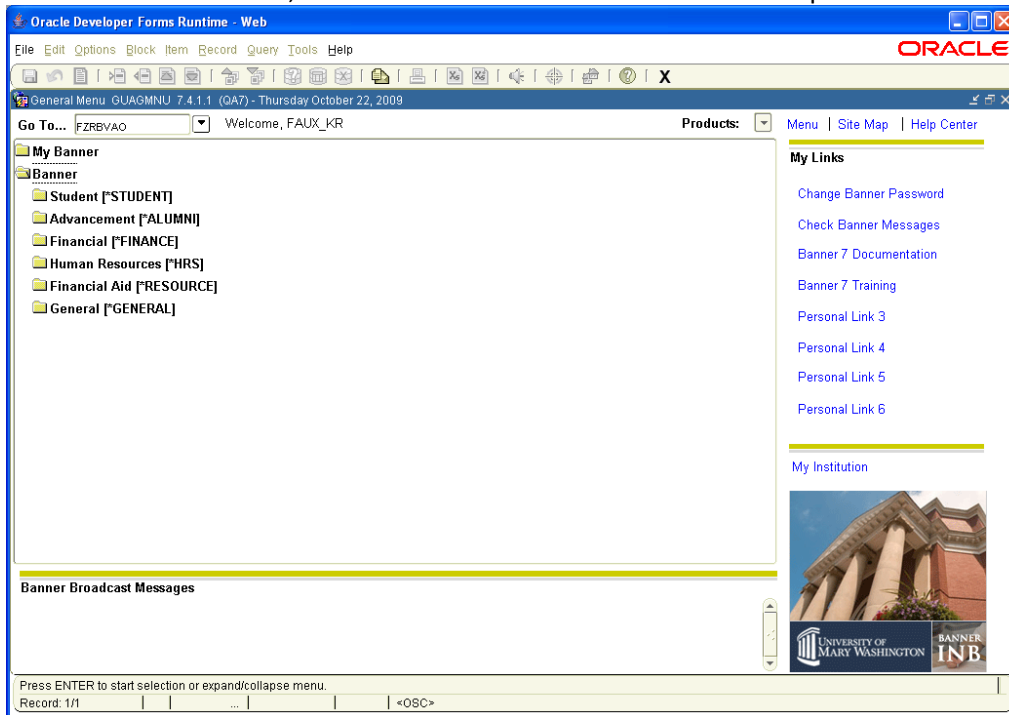
## FZRBVAO – Budget vs. Actual Summary Report

The FZRBVAO Budget vs. Actual report provides a ‘snapshot’ summary for department budget managers. The report provides information on current budget, current year to date expenditures, encumbrances and remaining balance. The Budget vs. Actual report also calculates the current percent of budget spent.

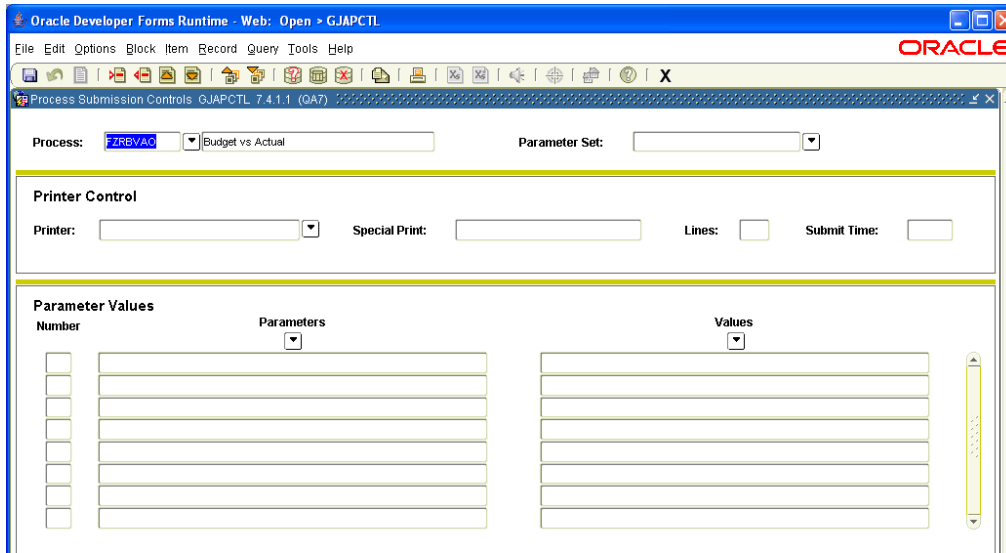
### Procedure for Running the FZRBVAO Budget vs. Actual Report

Log into Banner.

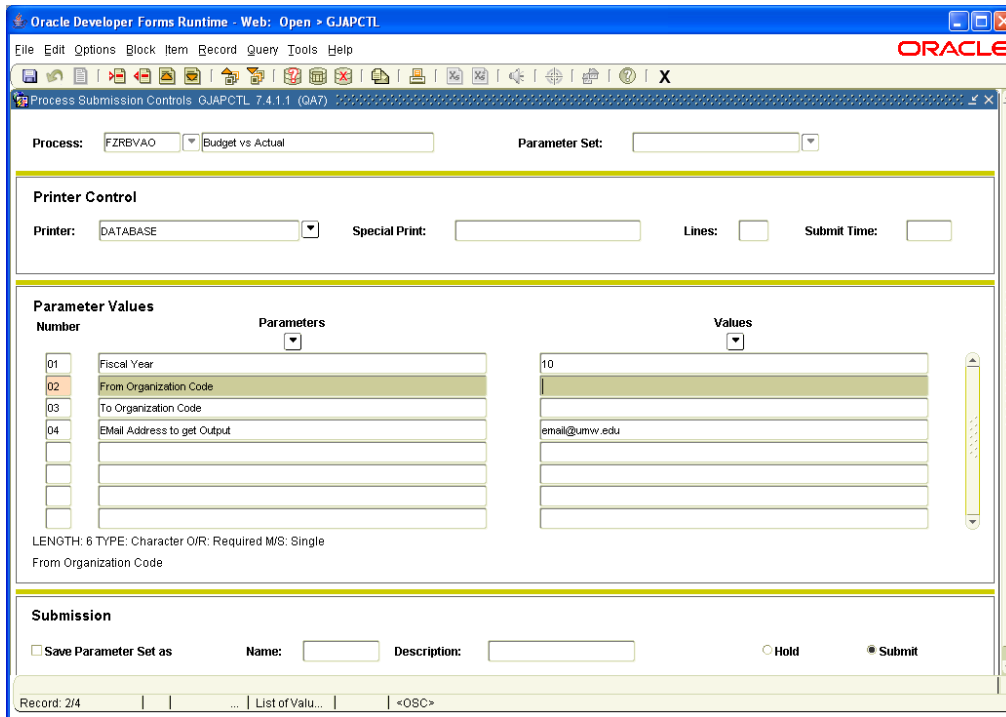
From the General Menu, enter FZRBVAO in the ‘Go To...’ Block and press Enter.



You will be taken to the Process Submission Control screen.



Press the 'Next Block' Icon on the tool bar twice to advance to the 'Parameter Values' Block. The report will be e-mailed to you at the e-mail address you specify, so entry in the 'Printer Control' block is not necessary.

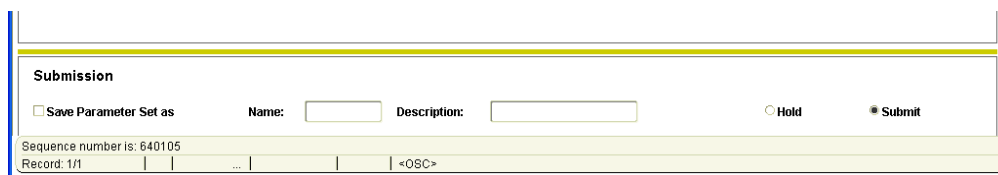


Enter the desired Parameters. You must enter a two digit fiscal year (the default is the current fiscal year), the From Organization Code, To Organization Code and valid e-mail address to receive the output.

If you are only requesting one organization code, the From and To Organization Codes will be the same. The report output is based on your Banner security, and you will only receive output for organization codes you are authorized in Banner to access.

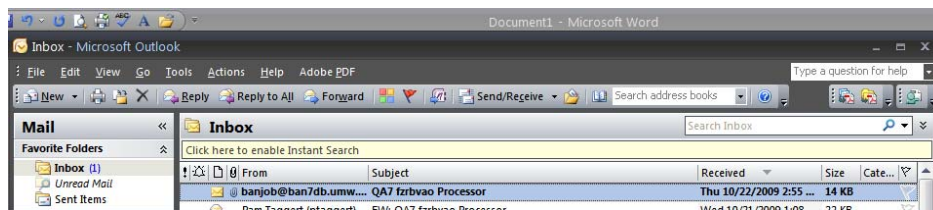
When you have entered the desired parameters, press the 'Next Block' Icon again to advance to the Submission block. You may save the parameters as your default by checking the block in front of 'Save Parameter Set'. Press the 'Save' Icon on the tool bar (Left-most icon that resembles a floppy disk).

At the bottom left of your screen, a 'Sequence number' message will appear when your report has been successfully submitted.

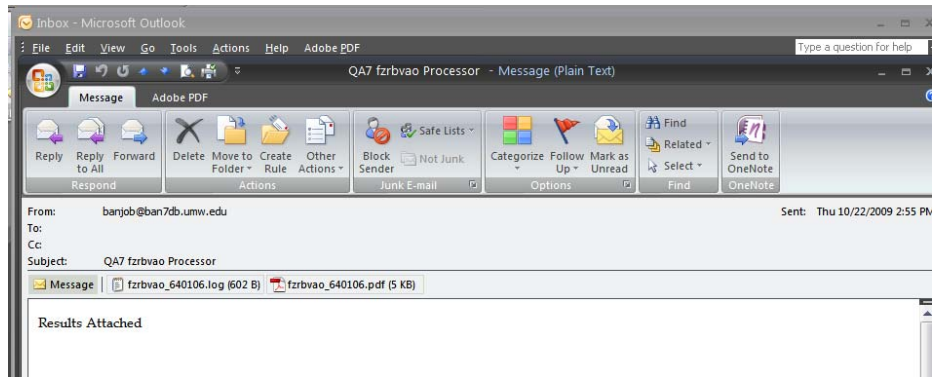


The screenshot shows a web-based form titled "Submission". It contains a checkbox labeled "Save Parameter Set as" followed by two input fields for "Name:" and "Description:". To the right of these fields are two radio buttons: "Hold" and "Submit". Below the form, a status bar displays "Sequence number is: 640105" and "Record: 1/1".

You report will be sent via e-mail to the address you provided. The message will be from: 'banjob@ban7db.umw.edu' with a subject of 'fzrbvao processor'.



The e-mail will have two attachments. The attachment ending with '.log' is simply a log of the requested parameters. Double-click the attachment ending with '.pdf'. This will open your report in PDF (Adobe) format in a new document window.



The FZRBVAO report is formatted for landscape printing. See the following sample report. If your elected org has budget or expenditures in more than one fund, each fund will print on a separate page. When selecting a range of funds, the report will sort by fund first, then organization code.

BUDGET

UNIVERSITY of MARY WASHINGTON  
BUDGET VS ACTUAL FOR FUND 1111  
FY 2010, AS OF 22-OCT-09

PAGE: 1

ORG	ORG TITLE	AC TP	BUDGET	ACTUAL	COMMITMENTS	DIFFERENCE	PCT
501000	Athletics, Health, Physical Educ	71	17,757.00	364.96	.00	17,392.04	2.06
	*****						
	sum		17,757.00	364.96	.00	17,392.04	
			17,757.00	364.96	.00	17,392.04	