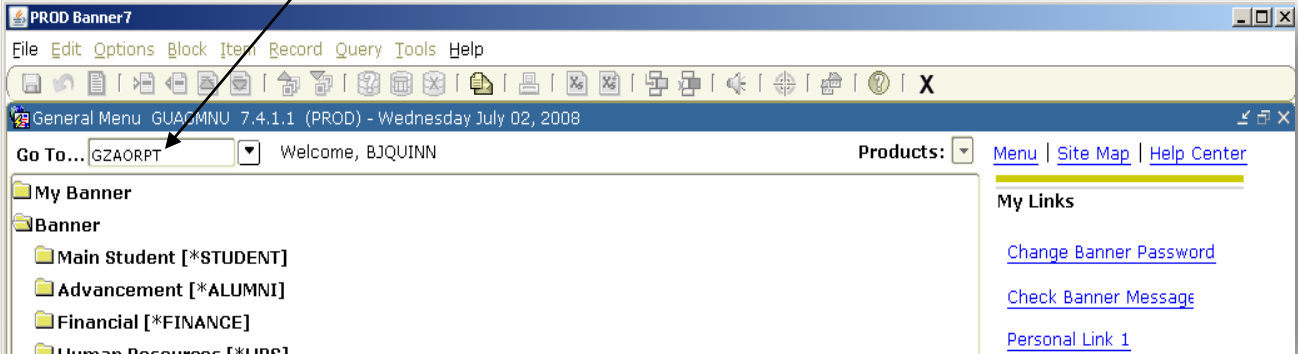
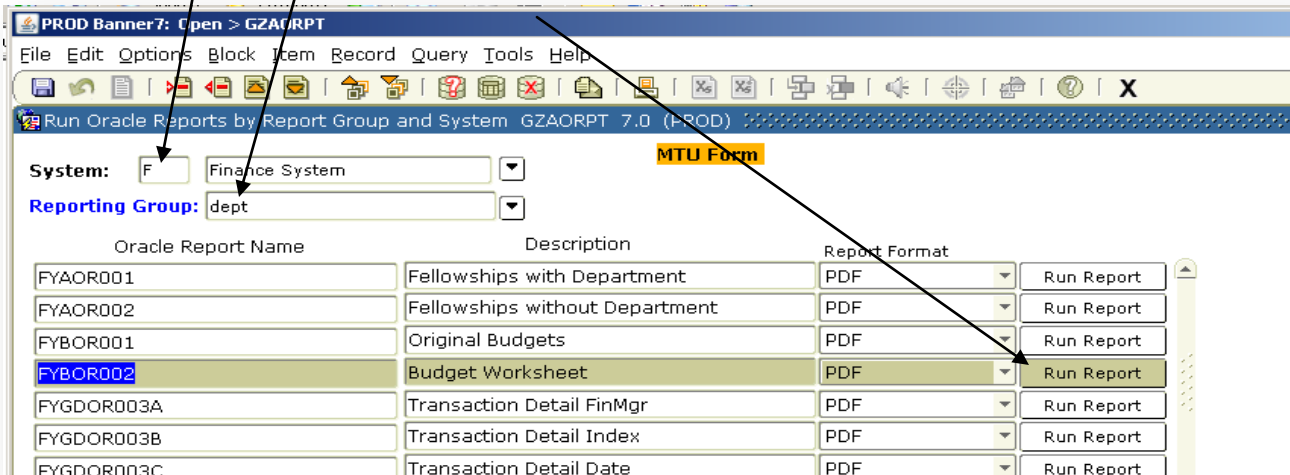


## Step 1: Reviewing Prior Fiscal Year's Budget vs Actual

1. Login to Banner
2. Enter "GZAORPT" at the *Go To...* prompt



3. Enter "F" at the *System:* prompt
4. Enter "dept" at the *Reporting Group:* prompt
5. Click on "Run Report" for FYBOR002 – Budget Worksheet.



# Running Report FYBOR002 – Budget Worksheet

Under the Report Parameters:

- a. Enter “08” in the *Fiscal Year* prompt
- b. Enter the department or college code to get all indexes for the department **OR** enter “%” to use a different parameter to filter the data in the *Department or College* prompt
- c. Enter specific index **OR** enter % to use a different parameter to filter data in the *Index* prompt
- d. Enter “G%” in the *Fund* prompt
- e. Enter “%” in to the *Orgn* prompt unless using this to filter the data
- f. Enter “%” in the *Financial Manager* prompt unless using this to filter the data
- g. Click on “Submit Query” button at the top of the page.

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://ais.mtu.edu/reports/twserver/setsauth>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains the same URL, and the 'Go' button is visible. Below the browser window, the 'Report Parameters' form is displayed. The form title is 'Report Parameters' and the instruction is 'Enter values for the parameters'. The form contains six input fields, each with a label and a description:

| Parameter             | Value | Description   |
|-----------------------|-------|---|
| Fiscal Year           | 08    | Enter fiscal year (YY)  |
| Department or College | %     | Enter a department code, college code, or use % (e.g. 22600, 22%, %)  |
| Index                 | %     | Enter an index or use % (e.g. A11850, A%, %)                          |
| Fund                  | G%    | Enter a fund code or use % (e.g. R10500, A010%, G%, %)                |
| Orgn                  | %     | Enter an organization or use % (e.g. 22601, 26%, %)                   |
| Financial Manager     | %     | Enter a financial manager's last name or use % (e.g. Greenlee, Green) |

At the top of the form, there are two buttons: 'Submit Query' and 'Reset'. An arrow points from the 'Submit Query' button to the instruction 'g. Click on "Submit Query" button at the top of the page.'

6. Compare what was budgeted and what was actually expended.

7. Write what the budget for next fiscal year should be on the blank line on the right of the page

MTU Accounting Services 14-JUL-2008  
FYBOR002 - Budget Worksheet

Fiscal Yr: 08 As Of: June 30 Department or College: %  
Fund: % Financial Manager % Index: Organization: %

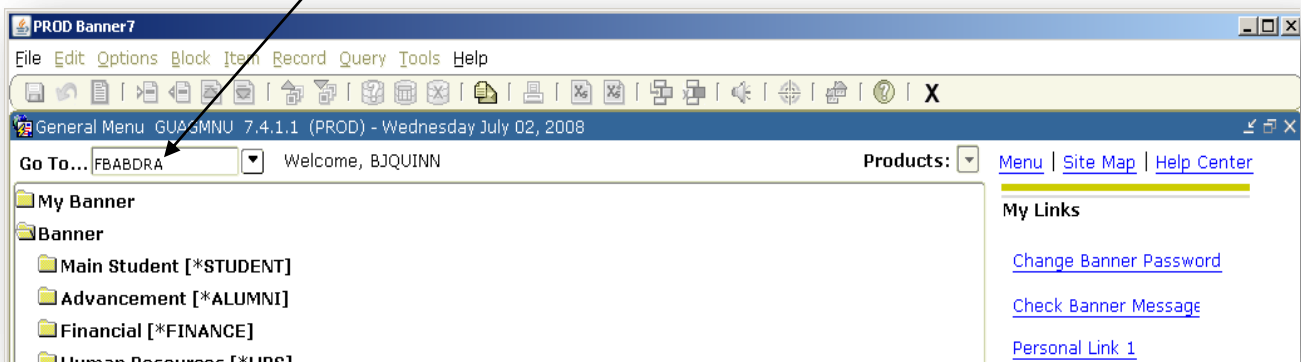
Index: Financial Manager:  
Dept:

| Account Code and Title<br>Account Pool | Base<br>Budget   | One Time<br>Adjustment | FSYR 08<br>Budget | YTD<br>Activity  | Open<br>Encumb | Total<br>Actual  | Next Year's<br>Budget |
|--|------------------|------------------------|-------------------|------------------|----------------|------------------|-----------------------|
| P111 FT Admin/Prof-Regular             | 78,379.00        | 0.00                   | 78,379.00         | 55,999.96        | 0.00           | 55,999.96        |                       |
| P131 Fixed Term Admin/Prof             | 0.00             | 0.00                   | 0.00              | 28,499.90        | 0.00           | 28,499.90        |                       |
| <b>P006-Admin/Professional S&amp;W</b> | <b>78,379.00</b> | <b>0.00</b>            | <b>78,379.00</b>  | <b>84,499.86</b> | <b>0.00</b>    | <b>84,499.86</b> |                       |
| B000 Fringe Benefits                   | 33,232.70        | 0.00                   | 33,232.70         | 0.00             | 0.00           | 0.00             |                       |
| B001 Fringes @ Approved Rates          | 0.00             | 0.00                   | 0.00              | 35,828.00        | 0.00           | 35,828.00        |                       |
| <b>B000-Fringe Benefits</b>            | <b>33,232.70</b> | <b>0.00</b>            | <b>33,232.70</b>  | <b>35,828.00</b> | <b>0.00</b>    | <b>35,828.00</b> |                       |
| E200 Services                          | 2,000.00         | 0.00                   | 2,000.00          | 0.00             | 0.00           | 0.00             |                       |
| E329M IT McAfee Software Charges       | 0.00             | 0.00                   | 0.00              | 20.16            | 0.00           | 20.16            |                       |
| E333 IT TELEPHN- Line Charges          | 0.00             | 0.00                   | 0.00              | 666.60           | 0.00           | 666.60           |                       |
| E406 IT NETWRK Connection Charges      | 0.00             | 0.00                   | 0.00              | 199.03           | 0.00           | 199.03           |                       |

## Step 2: Loading Next Fiscal Year's Budget

1. Login to Banner

2. Enter "FBABDRA" at the *Go To...* prompt

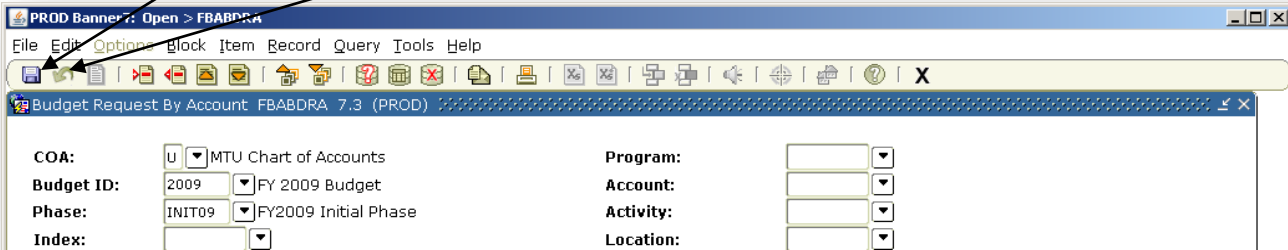


- Enter "U" at the *COA:* prompt
  - Enter "2009" at the *Budget ID:* prompt
  - Enter "INIT09" at the *Phase:* prompt
  - Enter the Index number from the Budget Worksheet at the *Index:* prompt
- NOTE:** All other should automatically populate, however some may remain blank.
- Click "Next Block" icon

- Enter the account code or account pool you would like to load (ie. P004, P311, E200, B000)
- TAB over to "Current Amount" and enter the dollar amount you would like to budget
- Hit "Enter" key on the key board four (4) times
- Hit the "Down" key on the key board once (1)
- Repeat these steps (a through e) until you have entered all account codes you would like to budget

3. Click on the disk shaped icon in the menu bar

4. Click the “Rollback” icon

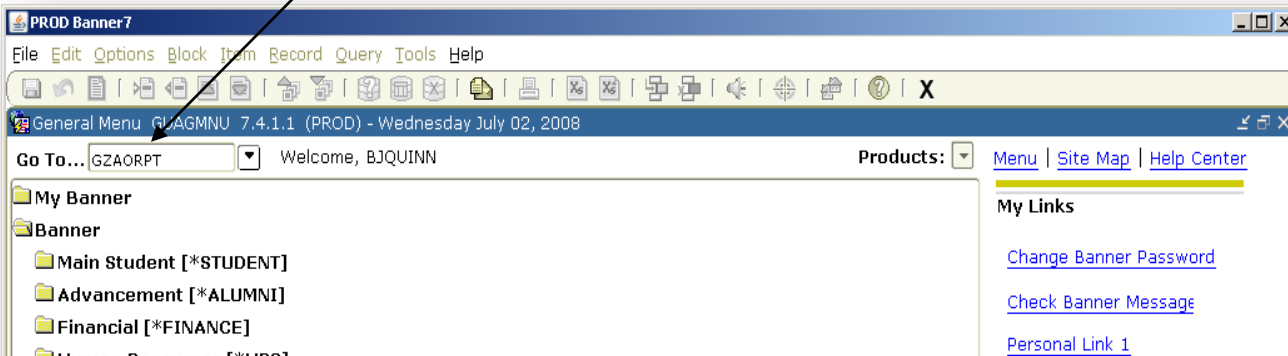


NOTE: **IF** you would like to remove any account codes you have loaded, simply use your mouse to click on that account code and tab over to the “Change Amount” category and put in a negative amount that is equal to the “Current Amount”. Hit the “Enter” key twice (2) and the “Down” key once (1). This will “0” out the “Current Amount” and it will not be reflected on the financial reports used throughout the year.

## Reviewing Loaded Budgets

1. Login to Banner

2. Enter “GZAORPT” at the *Go To...* prompt



3. Enter "F" at the *System:* prompt

4. Enter "dept" at the *Reporting Group:* prompt

5. Click on "Run Report" for FYBOR001 – Original Budgets to review the budgets you have loaded.

PROD Banner7: Oper > GZAORPT

File Edit Options Block Item Record Query Tools Help

Run Oracle Reports by Report Group and System GZAORPT 7.0 (PROD) MTU Form

System: F Finance System

Reporting Group: dept

| Oracle Report Name | Description                    | Report Format | Run Report        |
|--------------------|--------------------------------|---------------|-------------------|
| FYAOR001           | Fellowships with Department    | PDF           | Run Report        |
| FYAOR002           | Fellowships without Department | PDF           | Run Report        |
| <b>FYBOR001</b>    | <b>Original Budgets</b>        | PDF           | <b>Run Report</b> |
| FYBOR002           | Budget Worksheet               | PDF           | Run Report        |
| FYGDR003A          | Transaction Detail FinMgr      | PDF           | Run Report        |
| FYGDR003B          | Transaction Detail Index       | PDF           | Run Report        |
| FYGDR003C          | Transaction Detail Date        | PDF           | Run Report        |
| FYGOR501A          | Budget vs Actual by Fmgr       | PDF           | Run Report        |
| FYGOR501B          | Budget vs Actual by Index      | PDF           | Run Report        |
| FYGOR501C          | Budget vs Actual by Pool       | PDF           | Run Report        |
| FYGOR501D          | Balance by Index               | PDF           | Run Report        |

- a. Enter the college code to get all indexes for the College **OR** enter “%” to use the *Department* parameter to filter the data, in the *College* prompt
- b. Enter the department code to get all indexes for the Department **OR** enter “%” to use the *College* parameter to filter the data, in the *Department* prompt
- c. Enter “2009” in the *Budget ID* prompt
- d. Enter “INIT09” in the *Phase* prompt

Submit Query    Reset

**Report Parameters**  
Enter values for the parameters

|            |   |   |
|------------|---|---|
| College    | <input data-bbox="370 953 631 989" type="text" value="%"/>        | Enter a college code or use % (e.g. 41000, 41%, %)    |
| Department | <input data-bbox="370 1020 631 1056" type="text" value="%"/>      | Enter a department code or use % (e.g. 22600, 22%, %) |
| Budget Id  | <input data-bbox="370 1087 631 1123" type="text" value="2009"/>   | Enter budget ID (e.g., 2005)                          |
| Phase      | <input data-bbox="370 1134 631 1169" type="text" value="INIT09"/> | Enter budget phase (e.g., INIT05)                     |

1. Please verify that the fringes you have loaded into “B000” watch with the “Fringe Calcu” column on the right hand side of the report.

http://ais.mtu.edu/reports/rwservlet? - Microsoft Internet Explorer

Address http://ais.mtu.edu/reports/rwservlet?

MTU Accounting Services - 02-JUL-2008  
 FYBOR001 - Original Budgets  
 College: %, Department: , Budget ID: 2008, Phase: INIT08

Budget Year 2008  
 College  
 Dept  
 Index .

| Acct Code and Title        | Rev Amt     | Exp Amt           | Fringe Calcu     |
|----------------------------|-------------|-------------------|------------------|
| B000 Fringe Benefits       | 0.00        | 33,232.70         | 0.00             |
| E200 Services              | 0.00        | 2,000.00          | 0.00             |
| E600 Supplies              | 0.00        | 3,000.00          | 0.00             |
| E700 Travel                | 0.00        | 6,138.00          | 0.00             |
| P111 FT Admin/Prof-Regular | 0.00        | 78,379.00         | 33,232.70        |
| <b>Index Total</b>         | <b>0.00</b> | <b>122,749.70</b> | <b>33,232.70</b> |
| <b>College Totals</b>      |             |                   |                  |
| TOTAL Budget               | 0.00        | 122,749.70        | 33,232.70        |
| TOTAL Less Fringes         |             | 89,517.00         |                  |