## **Budget vs Actual Report for All Ledgers**

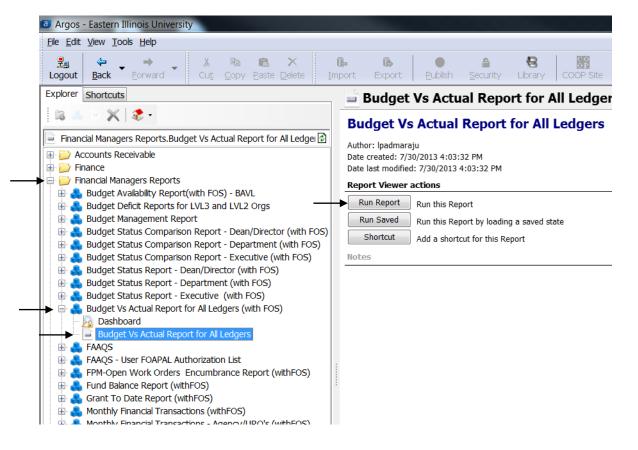
The Budget Vs Actual Report summarizes financial data by fiscal year and month (accounting period) for the selected Organization Level by fund source (the first digit of the Organization): 1-Appropriated and University Income Fund, 2-Local/Other Current Unrestricted Funds, 3-Revenue Bond Funds, 5-Current Restricted Funds and 7- University Plant Funds. The second digit indicates the Executive Level: 1-President 2- Academic VP/Provost, 3- Vice President for Business Services, 4- Vice President for Student Services and 5- Vice President for External Relations.

This report summarizes the Personnel, Non-Personnel and Revenue data for individual Organization in the Departments by Fund Source (Ledger Type), so that departments can see all the data at one place.

1. Open your web browser, enter

http://www.eiu.edu/banner/

- 2. Under Reporting select Argos Production
- 3. Enter your Username and Password.
- 4. Click on the + sign in front of "Financial Managers Reports" on the left-hand side.
- 5. Click on the + sign in front of "Budget Vs Actual Report for All Ledgers (withFOS)".
- 6. Click on "Budget Vs Actual Report for All Ledgers", then click "Run Report".



- 7. Select your parameters
  - a. Click on the down arrow next to "Select Fiscal Year:" to choose the desired year.
  - b. Click on the down arrow next to "Select Acct. Period:" to choose what.
  - c. For the "Select Hierarchical Org" box, note the first digit of the Org Source of Funds is excluded.
- 8. At this point you can either
  - a. Click on one of the icons at the top right. Preview, Save, E-Mail or Print
  - b. Click "Get Quick View Results"
    - i. Then right-click in the box to save results

-	ual Report for All Ledgers (with FOS).Budget Vs Actual Report for All Ledgers	Respective Reveal Property in	Preview; Save; E-Mail; Print	
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EASTERN LL IN OLS NVERSITY	Year-To-Date Budget Vs Actual Report for All Ledgers with Fund Org Security			
	Select Fiscal Year: 14: from 01-JUL-13 to 30-JUN-14	Select Hierarchical	Org#:	
	Select Acct. Period: 12: from 01-3U-13 to 30-3UN-14 -	1 - President 10 - President 100 - President's Office 101 - Other President Reports 110 - Civil Rights 120 - General Counsel	•	For Help and Support Contact: L Padmaraju - 581-6603 lpadmaraju@eiu.edu Dave Watson - 581-7819
	jsims@eiu.edu the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/FERPA officer or the FOIA officer.			
Notes:	The Budget Vs Actual Report summarizes financial data by fiscal year and month (accounting period) for the selected Organisation Level by fund source (the first digit of the Organization): 1-Appropriated and University Income Fund, 2-Local/Other Current Unrestricted Funds, 3-Revenue Bond Funds, 5-Current Restricted Funds, 3-Revenue Bond Funds, 5-Current Restricted Funds, 3-Revenue Bond Funds, 5-Current for Business Services, 4-Vice President for Student Services and 5-Vice President for External Relations.			
	Choose the Month (Accounting Period) (Note, be aware of closed months. The amounts are not final until the month has closed) Select the Hierarchical Orgn Code (the First digit of the Org - Source of Funds is excluded)			
	This report Summarizes the Personnel, Non-Personnel and Revenue data for indiviual Organization in the Departments By Fund Source(Ledger Type), so that departments can see all the data at one place.			
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Get Quick	: View Results			
ORG_L1	ORG_DESC1 ORG_L2 ORG_DESC2 ORG_L3 ORG_DESC3 ORG	L4 ORG_DESC4 ORG	N ORGN_DESC FMGR_NAME P_BUI	DGET P_YT