

## Year-To-Date Financial Transactions (with FOS) Report

The Year-To-Date Financial Transactions with Fund Organization Security report gives you information on the budgets and expenditures on personnel services and operating lines of an organization for the fiscal year.

This report lists budgets by account types such as Salary and Wages, Direct Expenditures. Under account types, there are account code categories like A&P Salary, Faculty, C.S. Regular Salary, etc. for Salary and Wages; Office Supplies, Copy Service Watts, Travel Employee In State, etc. for Direct Expenditures.

On the summary line of account types, budgets, expenditures, encumbrances and balances are listed.

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 “Year-To-Date Financial Transactions (withFOS)”.
6. There will be two reports to choose from. “Year-To-Date Financial Transactions” or “Year-To-Date Financial Transactions Summary”
7. Click on the report you would like to run, then click Run Report

The screenshot displays the Banner Financial Managers Reports interface. On the left, a tree view shows the navigation structure. The 'Financial Managers Reports' folder is expanded, and the 'Year-To-Date Financial Transactions (withFOS)' report is selected. On the right, the 'Report Viewer actions' section is visible, with the 'Run Report' button highlighted. The interface also shows the author's name (Ipadmaraju), the date created (5/2/2013 8:35:04 AM), and the date last modified (1/21/2014 1:43:15 PM). Other actions like 'Run Saved', 'Shortcut', 'Edit Report', 'Edit Data', 'Delete', 'Schedule', and 'Security' are also visible.

Financial Managers Reports

- Budget Availability Report(with FOS) - BAVL
- Budget Deficit Reports for LVL3 and LVL2 Orgs
- Budget Management Report
- Budget Status Comparison Report - Dean/Director (with FOS)
- Budget Status Comparison Report - Department (with FOS)
- Budget Status Comparison Report - Executive (with FOS)
- Budget Status Report - Dean/Director (with FOS)
- Budget Status Report - Department (with FOS)
- Budget Status Report - Executive (with FOS)
- Budget Vs Actual Report for All Ledgers (with FOS)
- FAAQS
- FAAQS - User FOAPAL Authorization List
- FPM-Open Work Orders Encumbrance Report (withFOS)
- Fund Balance Report (withFOS)
- Grant To Date Report (withFOS)
- Monthly Financial Transactions (withFOS)
- Monthly Financial Transactions - Agency/URO's (withFOS)
- Open Encumbrance Report (withFOS)
- Orbit
- Orbit lite
- Position Budget Variance
- User ORG and Fund Security List
- Year-To-Date Encumbrance Report (withFOS)
- Year-To-Date Financial Transactions (withFOS)
- Dashboard
- Year-To-Date Financial Transactions
- Year-To-Date Financial Transactions Summary
- Year-To-Date Financial Transactions - Aoenvc/URO's (withFOS)

Author: Ipadmaraju  
Date created: 5/2/2013 8:35:04 AM  
Date last modified: 1/21/2014 1:43:15 PM

**Report Viewer actions**

- Run Report Run this Report
- Run Saved Run this Report by loading a saved state
- Shortcut Add a shortcut for this Report

**Report Writer actions**

- Edit Report Edit the details of this Report
- Edit Data Edit the raw object data that defines this Report
- Delete Delete this Report

**DataBlock Designer actions**

- Schedule Schedule this Report for execution / distribution
- Security Edit the security setting for this Report

**Notes** +

8. 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 Thru:” to choose 01 for July, 02 for August, and so forth.
- c. Click on the down arrow next to “Acct. Class(es) to Include” to choose “Expense Account only” for appropriated organizations. Otherwise, choose “Revenue and Expense Accounts” for non-appropriated organizations.
- d. For the “Orgn Code(s)” box, choose the desired organization or select the check box to select all the organizations listed.

9. 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

 To Print report for All Orgs' and 'OR Select Orgn Code:'. The 'Select Orgn Code' dropdown is open, showing a list of codes such as '100000 - Revenue Income Fund', '110000 - President Operations', '110010 - General Administration', '110011 - Sellers Case', '110020 - Institutional Memberships', '110040 - Micro Computer Maintenance-Pres', '110050 - FC-Planning Support', and '110051 - Cash Flow Set-Aside Reserve'. A 'Get Quick View Results' button is located at the bottom left. A 'Notes' section provides instructions on how to use the report. A table header is visible at the bottom with columns: DOC #, ORG #, FUND #, ACCT #, ACCTTITLE, ACTTYP, TRANSD..., TRANS\_DESC, BU..., FPD, FYR, BUDG\_AMT. The table currently shows 0 items."/>

Year-To-Date Financial Transactions (withFOS).Year-To-Date Financial Transactions

Dashboard Options: Saved Settings

Report Options: Year-To-Date Financial Transactions

Year-To-Date Financial Transactions with Fund Org Security

Select Fiscal Year: 14: from 01-JUL-13 to 30-JUN-14

Select Acct. Period Thru: 11: from 01-JUL-13 to 31-MAY-14

Acct. Class(es) to Include: Revenue and Expense Accounts

Ledger Type: ALL

Include ALL Orgs:  To Print report for All Orgs

OR Select Orgn Code:

- 100000 - Revenue Income Fund
- 110000 - President Operations
- 110010 - General Administration
- 110011 - Sellers Case
- 110020 - Institutional Memberships
- 110040 - Micro Computer Maintenance-Pres
- 110050 - FC-Planning Support
- 110051 - Cash Flow Set-Aside Reserve

For Help and Support Contact:  
L Padmaraju - 581-6603  
lpadmaraju@eiu.edu  
Dave Watson - 581-7819  
gdwatson@eiu.edu

P Card Notes Available upto : 02/28/2014

Notes: The Year-to-Date Financial Transaction Report summarizes financial transactions by account, document number and date for your Organization Code.

- \* Choose Fiscal Year and an Accounting Period. (After the July accounting period, periods are cumulative)
- \* Choose to include Revenue or Expense accounts or both.
- \* Choose Ledger type (1-Appropriated, 2-Local/Auxiliary, 3-Revenue bond, 5-Restricted Gift/Grant and 7-Reserve Accounts).
- \* Check Include All Orgs or Uncheck and Select one of your Organizations Codes

The report sorts and totals revenues, personal service expenditures, fringe benefits, operating expenditures, capital expenditures and transfers for the time period selected.

Note:

- \* The Business Office will notify the Financial Managers via e-mail when Accounting Periods (months) close. When accounting periods are open transactions may continue to post. Reports that include open accounting periods are not final reports.
- \* Fiscal year 2007 data is available in ARGOS. Please feel free to catch-up with reports you may want to keep from our first Banner Finance year.
- \* This report is not intended for Foundation, Alumni, or Agency types as those funds have a different Organization structure.

Get Quick View Results

DOC #	ORG #	FUND #	ACCT #	ACCTTITLE	ACTTYP	TRANSD...	TRANS_DESC	BU...	FPD	FYR	BUDG_AMT
0 items											