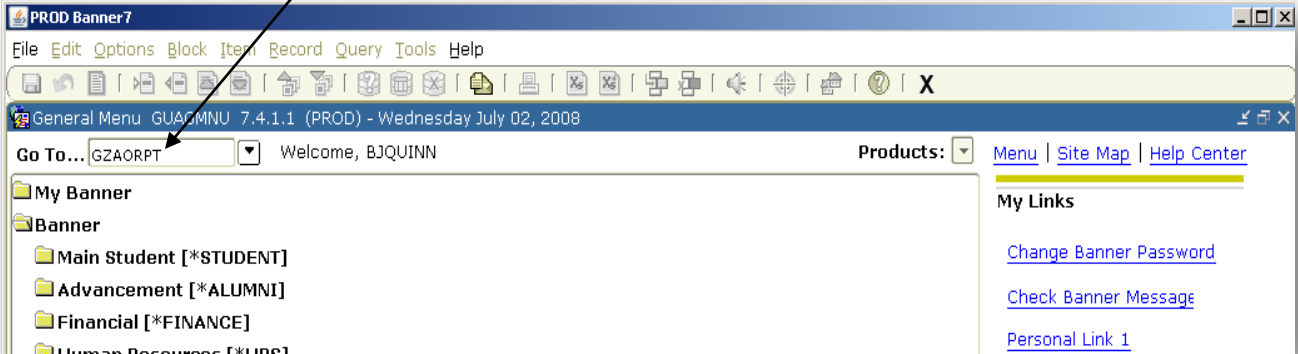
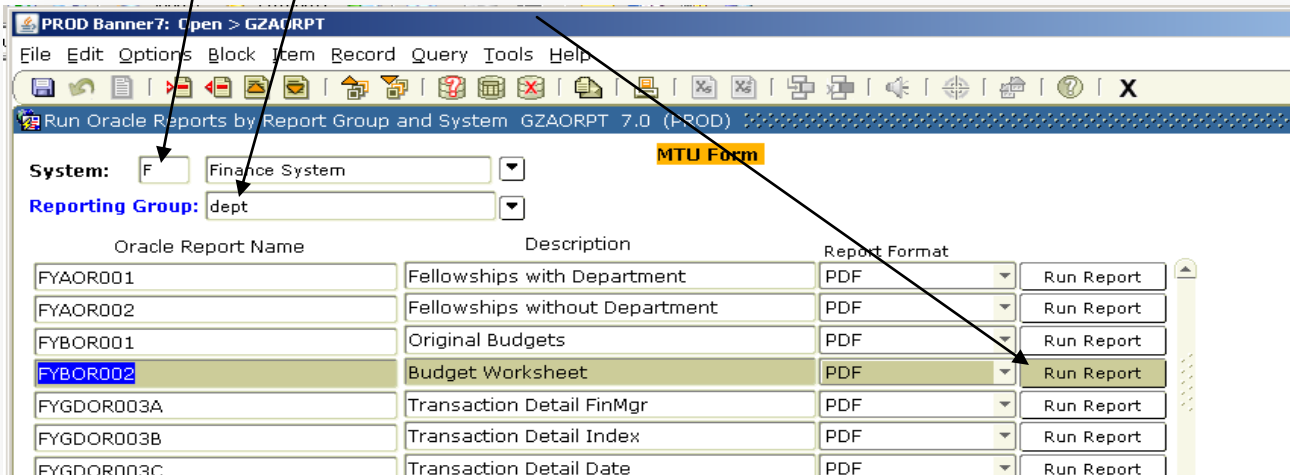


Step 1: Reviewing Prior Fiscal Year's Budget vs Actual

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.

http://ais.mtu.edu/reports/twservlet/setauth - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://ais.mtu.edu/reports/twservlet/setauth Go Links

Submit Query Reset

Report Parameters
Enter values for the parameters

Fiscal Year	<input type="text" value="08"/>	Enter fiscal year (YY)
Department or College	<input data-bbox="326 1436 594 1472" type="text" value="%"/>	Enter a department code, college code, or use % (e.g. 22600, 22%, %)
Index	<input data-bbox="326 1499 594 1535" type="text" value="%"/>	Enter an index or use % (e.g. A11850, A%, %)
Fund	<input data-bbox="326 1545 594 1581" type="text" value="G%"/>	Enter a fund code or use % (e.g. R10500, A010%, G%, %)
Orgn	<input data-bbox="326 1598 594 1633" type="text" value="%"/>	Enter an organization or use % (e.g. 22601, 26%, %)
Financial Manager	<input data-bbox="326 1661 594 1696" type="text" value="%"/>	Enter a financial manager's last name or use % (e.g. Greenlee, Green)

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

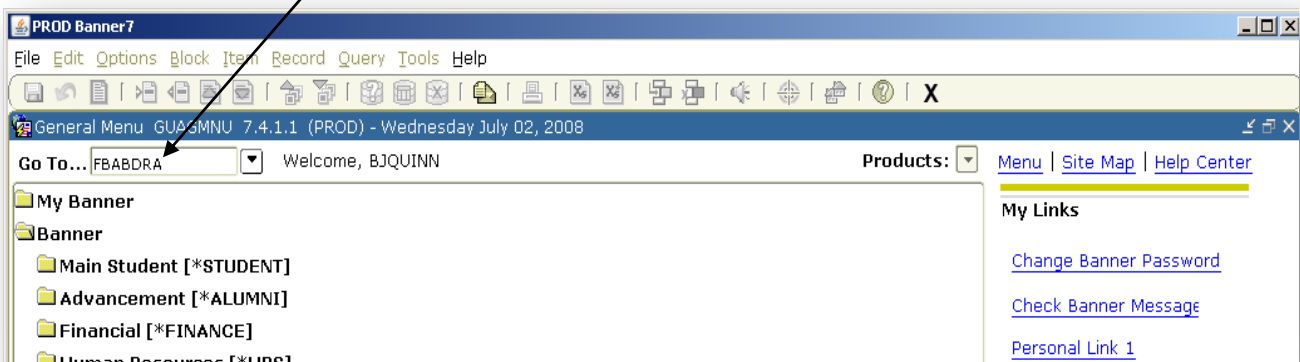
7. Write what the budget for next fiscal year should be on the blank line on the right of the page

Account Code and Title Account Pool	Base Budget	One Time Adjustment	FSYR 08 Budget	YTD Activity	Open Encumb	Total Actual	Next Year's 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	
P006-Admin/Professional S&W	78,379.00	0.00	78,379.00	84,499.86	0.00	84,499.86	
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	
B000-Fringe Benefits	33,232.70	0.00	33,232.70	35,828.00	0.00	35,828.00	
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

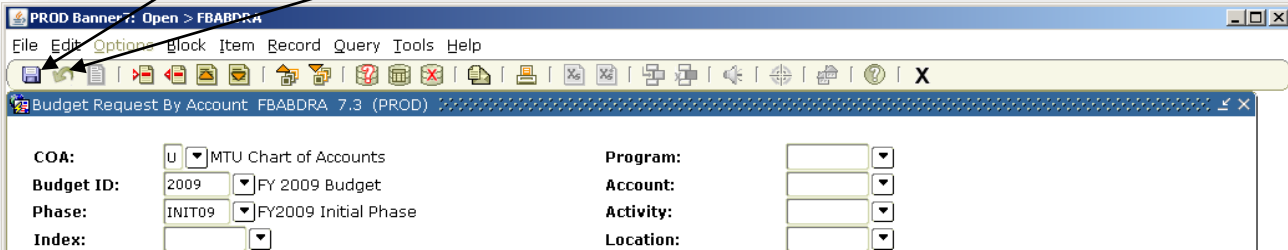


- Enter "U" at the *COA:* prompt
 - Enter "2009" at the *Budget ID:* prompt
 - Enter "INIT09" at the *Phase:* prompt
 - Enter the Index number from the Budget Worksheet at the *Index:* prompt
- NOTE:** All other should automatically populate, however some may remain blank.
- Click "Next Block" icon

- 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

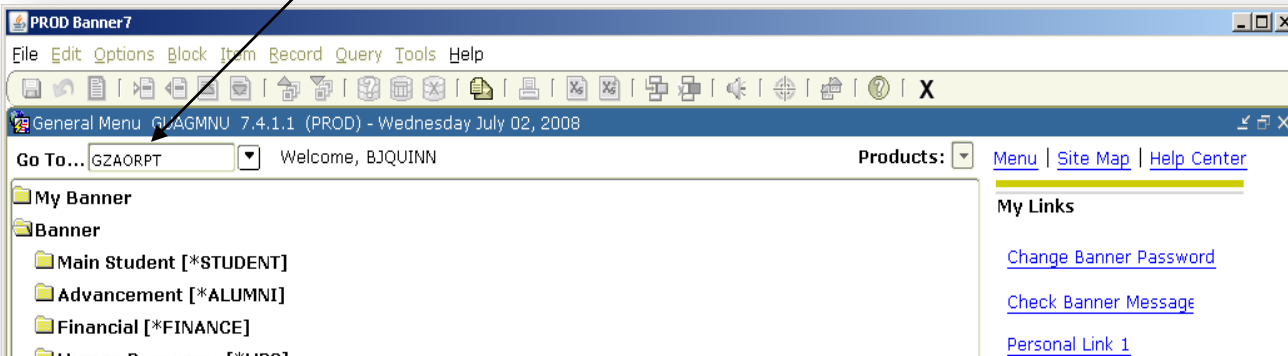


NOTE: **IF** you would like to remove any account codes you have loaded, simply use your mouse to click on that account code and tab over to the “Change Amount” category and put in a negative amount that is equal to the “Current Amount”. Hit the “Enter” key twice (2) and the “Down” key once (1). This 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.

System: F Finance System

Reporting Group: dept

MTU Form

Oracle Report Name	Description	Report Format	
FYAOR001	Fellowships with Department	PDF	Run Report
FYAOR002	Fellowships without Department	PDF	Run Report
FYBOR001	Original Budgets	PDF	Run Report
FYBOR002	Budget Worksheet	PDF	Run Report
FYGDOR003A	Transaction Detail FinMgr	PDF	Run Report
FYGDOR003B	Transaction Detail Index	PDF	Run Report
FYGDOR003C	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="370 953 630 989" type="text" value="%"/>	Enter a college code or use % (e.g. 41000, 41%, %)
Department	<input data-bbox="370 1020 630 1056" type="text" value="%"/>	Enter a department code or use % (e.g. 22600, 22%, %)
Budget Id	<input data-bbox="370 1087 630 1123" type="text" value="2009"/>	Enter budget ID (e.g., 2005)
Phase	<input data-bbox="370 1134 630 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.

