


How to...


Interim Budget Operations Report – Summary (By Orgn and Account Code Roll-up (i.e. 510-Tuition, 720- Supplies, Postage, and Publishing))

1. Choose Fiscal Year
 2. Enter the Org code or Org roll-up
 3. Choose a Fund Code
 4. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

Column Headings

- Adopted Budget (original budget)
- Budget Adjustments (budget transfers)
- Accounted Budget (Adjusted budget)
- Year to Date (Year to Date Revenue and Expenses)
- Commitments (Encumbrances & Reservations)


Interim Budget Operations Report - Summary by Account (By Account Code roll-up, then Orgn (i.e. 510-Tuition, 720-Supplies, Postage, Publishing))

1. Choose Fiscal Year
 2. Enter the Org Rollup code
 3. Choose a Fund Code
 4. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

Column Headings

- Adopted Budget (original budget)
- Budget Adjustments (budget transfers)
- Accounted Budget (Adjusted budget)
- Year to Date (Year to Date Revenue and Expenses)
- Commitments (Encumbrances & Reservations)

Interim Budget Operations Report - Detail (By Orgn and Detailed Account Code-i.e. 511110- Tuition-UG-Summer, 72110 – Supplies-Office))


1. Choose Fiscal Year
 2. Enter the Org code or Org roll-up
 3. Choose a Fund Code
 4. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

Finance – ReportNet Reference

Column Headings

- Adopted Budget (original budget)
- Budget Adjustments (budget transfers)
- Accounted Budget (Adjusted budget)
- Year to Date (Year to Date Revenue and Expenses)
- Commitments (Encumbrances & Reservations)


Interim Comparison Report - Summary (Operation Summary comparing two fiscal years through a specific month)

1. Select the two fiscal years
 2. Enter the Starting and Ending dates if different from the fiscal year
 3. Select the month end
 4. Choose a Fund Code
 5. Enter the Org code
 6. Enter specific account code or account pool (optional)
 7. Enter specific activity code (optional)
 8. Enter specific location code (optional)
 9. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)

Column Headings

- FY2004 Through month selected (Revenue and Expenses through month selected)
- FY2004 Actual (Total Revenue and Expenses for fiscal year)
- % of Actual (month selected divided by FY 04 Actual)
- FY2005 Through month selected (Revenue and Expenses through month selected)
- FY2005 Budget (Total Revenue and Expense Budget for fiscal year)
- % of Budget (month selected divided by FY 05 Budget)

Interim Comparison Report - Detail (Operation Summary comparing two fiscal years through a specific month)

1. Select the two fiscal years
 2. Enter the Starting and Ending dates if different from the fiscal year
 3. Select the month end
 4. Choose a Fund Code
 5. Enter the Org code
 6. Enter specific account code or account pool (optional)
 7. Enter specific activity code (optional)
 8. Enter specific location code (optional)
 9. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word “[Return](#)” (in the upper right hand corner)


Column Headings

- FY2004 Through month selected (Revenue and Expenses through month selected)
- FY2004 Actual (Total Revenue and Expenses for fiscal year)

Finance – ReportNet Reference

- % of Actual (month selected divided by FY 04 Actual)
- FY2005 Through month selected (Revenue and Expenses through month selected)
- FY2005 Budget (Total Revenue and Expense Budget for fiscal year)
- % of Budget (month selected divided by FY 05 Budget)

Interim Transaction Report (Detailed listing of transactions)

1. Choose Fiscal Year
 2. Click Next
 3. Enter the Starting and Ending dates if different from the fiscal year
 4. Select a Transaction type: YTD or Budget
 5. Choose a Fund Code
 6. Enter the Org code
 7. Enter specific account code or account pool (optional)
 8. Enter specific activity code (optional)
 9. Enter specific location code (optional)
 10. Click Finish
- **To run this report again**, click the  Run button.
 - **To return to the report folder**, click the word "[Return](#)" (in the upper right hand corner)

Running the Excel Reports

1. In the Excel Folder Choose the Report you would like to run
2. Run the report per instructions above depending on the report you are running
3. If File Download prompt appears-Click Open
4. If the Microsoft Excel prompt appears- Click Yes
5. To Save, Go to File and Choose Save As.
6. If a Client Authentication warning comes up, click ok.
7. Then chose Save As again and save the file. Make sure to change the file type to .xls.
8. Close excel.