Reporting and E-print Reports

Useful E-print reports

**FZRBDS**: Budget Status By Account.
- Page Key Options: College – 3 digit
  Dept – 5 digit
  Org – 6 digit
- View: Almost the same as a budget query *
  o Adjusted Budget
  o Current Activity*
  o YTD Activity
  o Encumbrances/Reservations
  o Available Balance
- Subtotals by each account pool
- Net Totals at the bottom of each Fund Org Combination.
  o Note: Net Positive Balance shows as (-)

**FZRODTA**: Organization Detail Activity
- Page Key Options: Fund
  Org – 6 digit (Can use wildcard to broaden the search)
- View:
  o Budget Activity
  o Transaction Activity
  o Encumbrance Activity
- Totals by account type (i.e. 5,6,7,8 etc.)

**FZODOS1**: Department Operating Summary
- Page Key Options:
  o College – 3 digit
  o School – 4 digit
  o Dept – 5 digit
- View: Almost the same as budget query*
  o Adopted Budget
  o Budget Adjustments
  o Adjusted Budget
  o Current Rev/Current Exp*
  o YTD Rev/YTD Exp
  o Encumbrances/Reservations
  o Balance Available Operating Ledger
- Combined report lists 6 digit org followed by all funds tied to said org per major funding source.
- Subtotals each org
- Totals Unrestricted, Contracts and Grants, Auxiliaries and other restricted, and Plant
**FZODOS2**: Same look as DOS1, except only shows C&G and Cost Shares

**FZODOS3**: Broken down by PI, Grants belonging to that particular PI listed and totaled

*Also includes project to date

**FZOREMM:**
- Page Key Options: College – 3 digit
  Dept – 5 digit
  Org – 6 digit
- View:
  - Adjusted budget
  - Actuals for each Month of the fiscal year
  - Total (Actuals + Enc)
  - Subtotals by account type (rev/exp)
  - Net Available Balance – Available Balance for the F/O Combo
- Beneficial to ensure that expenses are steady. Note drastic jumps and easily identify with a budget query.

**FZRFATE:**
- Page Key Options:
  - College – 3 digit
  - School – 4 digit
  - Dept – 5 digit
- View:
  - F/O/A/P
  - Transaction Date
  - Document Code
  - Amt
  - Expected Org
- Use in identifying POTENTIAL errors