

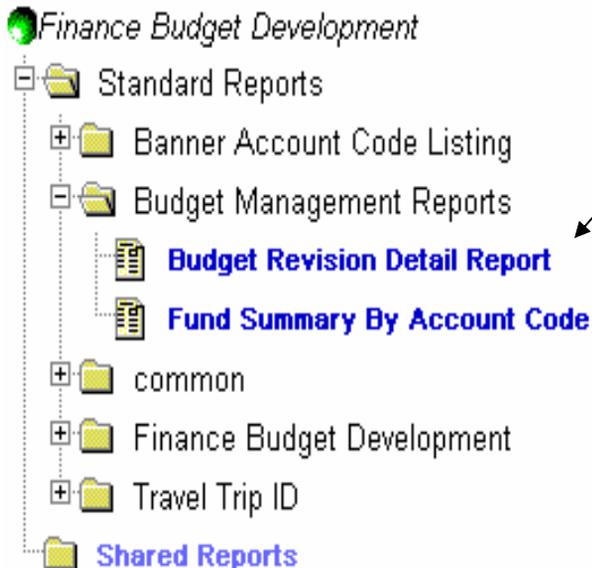
Budget Revision Detail Report

Domains For:

Finance Budget Development

Submit Refresh

Domain Tree



The Budget Revision Detail Report is located on the Dashboard under the Finance Budget Development Domain.

The Report can be run by using any of the following queries:

- **Search by Fund** – results include all budget revisions occurring within a specific fund.
- **Search by Document #** - returns only the specific budget revision document specified.
- **Search by Organization** – results include all budget revisions occurring within a specified Org. The report can only be run on an individual E, S, D or Z.

Search by Fund

Budget Revision Detail Report

Click here to search by fund.

Select fiscal year from drop down menu.

Type fund number here.

Fiscal Year:

Select the radio button you want to run the report by:

Fund:

Document #:

Organizations:

Include Subordinate Organizations: No Yes

Include Sponsored Programs Budget Revisions No Yes

Output Format:

Submit

Reset

Click submit to run report.

Choose an output format of Excel, PDF or HTML from drop down menu.

Search by Document

Budget Revision Detail Report

Click here to search by Document #.

Fiscal Year:

Select the radio button you want to run the report by:

Fund:

Document #:

Organizations:

Include Subordinate Organizations: No Yes

Include Sponsored Programs Budget Revisions No Yes

Output Format:

Select fiscal year from drop down menu.

Type Document # here.

Submit

Reset

Click submit to run report.

Choose an output format of Excel, PDF or HTML from drop down menu.

Search by Organization

Budget Revision Detail Report

The screenshot shows a web form for searching budget revision details. It includes a fiscal year dropdown set to 2009, radio buttons for search criteria (Fund, Document #, Organizations), a list of organization options, checkboxes for subordinate organizations and sponsored programs, and an output format dropdown set to Excel. At the bottom are Submit and Reset buttons.

Fiscal Year: 2009

Select the radio button you want to run the report by:

- Fund:
- Document #:
- Organizations:**

Organizations:

- Please Select From The Choices Below -
- D002 - Telephone Services
- D004 - Student Financial Services
- D005 - President's Office

Include Subordinate Organizations: No Yes

Include Sponsored Programs Budget Revisions: No Yes

Output Format: Excel

Buttons: Submit, Reset

Callouts:

- Click here to search by Org.
- Select fiscal year from drop down menu.
- Select Org here.
- Click yes if selecting Division or Executive Level.
- Click submit to run report.
- Choose an output format of Excel, PDF or HTML from drop down menu.

Sample Report Output

	Document	Date	Descriptions	Dept	Fund	Amount	Type
E30 Chemistry	BR09001	1/1/2009	Fund Minor Equipment Purchase	D078	111111-757000	-1,000.00	BD04
E30 Biology	BR09001	1/1/2009	Fund Minor Equipment Purchase	D076	122222-757000	500.00	BD04
E30 Physics	BR09001	1/1/2009	Fund Minor Equipment Purchase	D076	133333-757000	500.00	BD04
E30 Chemistry	BR09002	1/1/2009	Reallocate Budget Within Fund	D078	123456-757000	-5,000.00	BD02
E30 Chemistry	BR09002	1/1/2009	Reallocate Budget Within Fund	D078	123456-756000	1,000.00	BD02
E30 Chemistry	BR09002	1/1/2009	Reallocate Budget Within Fund	D078	123456-755000	1,500.00	BD02
E30 Chemistry	BR09002	1/1/2009	Reallocate Budget Within Fund	D078	123456-754000	2,500.00	BD02

*This is an example of a report that was run using the search by organization setting. The organization selected was D078 – Chemistry. The first returned results include a budget revision that included Chemistry as well as other department at the University. The second result is an example of a budget revision where all of the entries were within the same department. Please note that the Type BD02 represents a permanent budget revision while BD04 represents a temporary budget revision.