**BANNER FIS REPORT**

**FWRBDSA** – **Budget Status by Activity Code Report**

**This report provides budget, month-to-date expense, year-to-date expense, budget reservation (encumbrance) and available balance information. This report may be run for any fiscal year.**

Year-to-date expense: expenses from July 1 to the current date

In the Go field enter FWRBDSA

Enter the following required data:

Process – defaults the job name

Printer - enter your printer name (printer begins with WOU\_ XXX)

**Parameter Values Block**

Parameters: enter data in the Values column

01 Chart of Accounts E

02 Fiscal Year 2 digits

03 From Date Beginning date range, use format DD-MMM-YYYY

(i.e. 01-JUL-2013)

04 To Date Ending date range, use format DD-MMM-YYYY

( i.e. 30-SEP-2013)

05 Beginning Activity Beginning activity range, 4 characters

Code

06 Ending Activity Ending activity range, 4 characters

Code

07 Organization Code 6 digits

08 Fund Code 6 digits

09 Commitment Type Defaults to U

10 Accrual Indicator Y (yes, to include the accounting accrual period)

**Submission Block**

Click Save Parameter Set as – optional, click this box if you want Banner to save the values entered in the Parameter Values block.

Click the Submit radio button in the Submission Block

Click Save icon.

Notes:

The Period Activity in the report represents month-to-date data. To view one month of data, the From date /To date must be in the same month. For example, if the From date is

01-AUG-2013 and To date is 31-AUG-2013, the Period Activity shows August data.

However if the From date is 01-JUL-2013 and To date is 31-AUG-2013, the Period Activity shows July and August data.