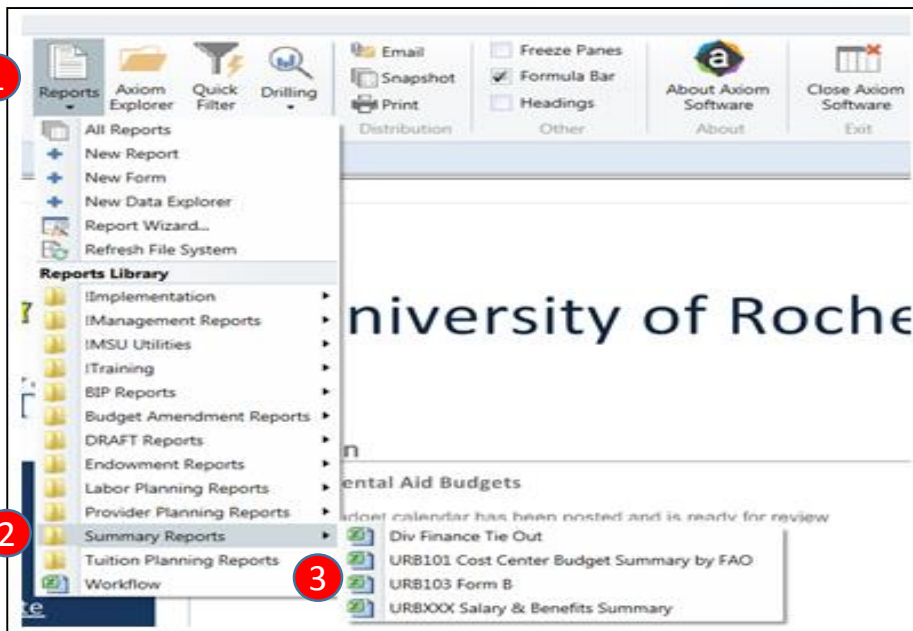# UR Budget URB103 Form B Report QRC

**Purpose:** This report summarizes the data from the FAO Budget File / Summary tab. Use this report to review and analyze the details. Provide summary report to manager.

**Accessing the Report:**
1. Click on **Reports** button
2. Select **Summary Reports**
3. Select **URB103 Form B**



**Report Overview:**

• The report will open up with no data

• The URB103 Form B data is pulled from the FAO Budget File / Summary tab when it's run

## Column Headings:

**LA:** URF (UR Financials) Ledger Account
**FAC & FAC Description:** URF Financial Activity Category (RC / SC)

**FY17 Actuals Total:** Prior fiscal year end totals

**FY18 YTD Actuals:** *FY18 YTD P#* Actuals column - current fiscal year to date totals for the period your FAO Budget File data is based on (i.e.: P3 (September YTD); P5 (November YTD); P6 (December YTD))

**FY18 Projection:** *FY18 Final Proj*
**FY18 Budget:** *FY18 Current Budget*
**FY19 Preliminary:** *FY19 Prelim Budget*
**FY19 Modification:** *FY19 Modifications*
**FY19 BIP:** *Approved BIPs*
**FY19 Final Budget:** *Final Budget*

**FY19 Bud – FY18 Proj Variance:** Calculates the FY19 Budget increase / decrease over FY18 Projection {revenue increase is negative; expense increase is positive}

**FY19 Bud – FY18 Proj Variance %:** Calculates the percentage of FY19 Budget increase / decrease over FY18 Projection

**FY19 - FY18 Bud Variance:** Calculates the FY19 Budget increase / decrease over FY18 Budget

**FY19 – FY18 Bud Variance %:** Calculates the percentage of FY19 Budget increase / decrease over FY18 Budget
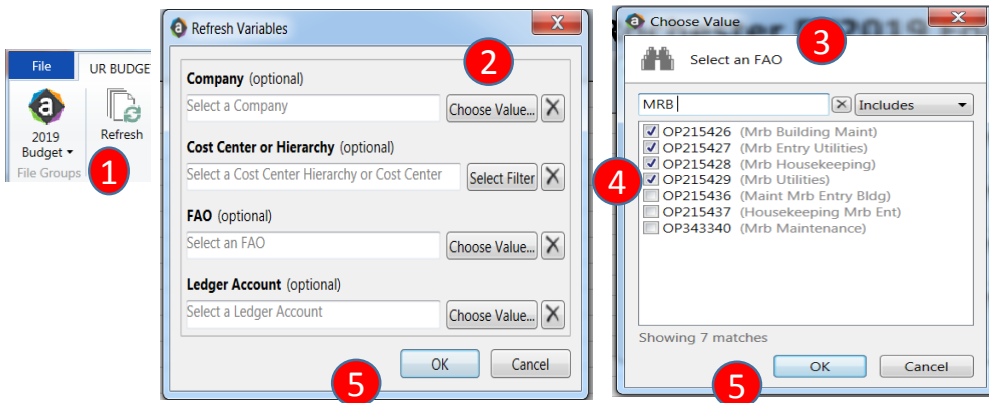
## University of Rochester FY2019 Form B

| LA | FAC | FAC DESCRIPTION | FY17 ACTUALS TOTAL | FY18 YTD ACTUALS | FY18 Projection | FY18 Budget | FY19 Preliminary | FY19 Modifications | FY19 BIP | FY19 Final Budget | FY19 Bud - FY18 Proj Variance | FY19 Bud - FY18 Proj Variance % | FY19 - FY18 Bud Variance | FY19 - FY18 Bud Variance % |
|----|-----|-----------------|--------------------|--------------------|-----------------|-------------|------------------|--------------------|----------|-------------------|-------------------------------|----------------------------------|---------------------------|-----------------------------|

**UR Budget**

**UNIVERSITY of ROCHESTER**

# UR Budget URB103 Form B Report QRC

**To run the report:**

1. Click on **Refresh** on the UR Budget ribbon
   - The report can be run for a full company (i.e. CM010), and/or a Cost Center (i.e. CC17015), and/or a specific FAO (OPXXXXXX), and/or a specific Ledger Account (63500)
2. Click on the **Choose Value** or **Select Filter** in the Refresh Variables box
   - You will only see the companies, cost centers, FAOs or Ledgers you have security access to
3. Select **report variables**
   - You can choose multiple companies, cost centers FAOs or ledger accounts, depending on your access
4. You must **click the box** on the left
5. Click **OK,** then **OK** again

**Two Options to View your Report:**

1. Click on **Change View** on the UR Budget Ribbon
2. Select **Print** or **Extract**

**Print View:**
- Each FAO is broken out with subtotals and includes the company, cost center, and FAO in the header. This report prints w:ith each FAO broken out on an individual page

**Extract View:**
- Data is in spreadsheet format with no totals and includes 6 additional columns; Co, CCH, CC, FAO, FAO Desc & Group

**Distribution:**
- To **Email:** Click **Email** on the UR budget Ribbon. Use with either Print or Extract view
- To **Print**: Click **Print** on the UR Budget Ribbon. Best when used with Print view. Each FAO will be print out on an individual page.
- To **save in excel:** Use with either Print or Extract view
  1. Click **Snapshot** on the UR Budget Ribbon > **OK**
  2. **Right Click** on the report tab (located just below the UR Budget Ribbon)
  3. Select **Save As > Save As** (local file)
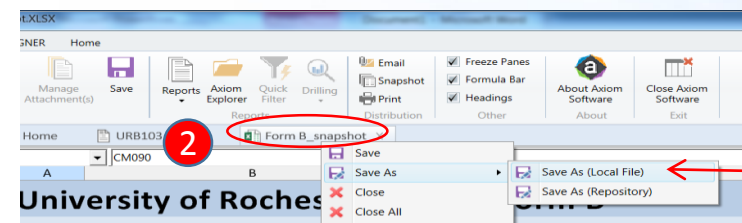


- Once the file is saved, open the file in excel (outside of the UR Budget System). Normal excel functions such as Pivot tables, etc can now be used

**Report Notes:** URB103 Form B balances to the FAO Budget File. It will not balance to URF because the PPE Ledger Accounts (16xxx) are not budgeted, therefore they have not been included in the FAO Budget Files