

FWRSUMA - Summarize Expenses by Account - Budget Report

The FWRSUMA is a report of budget totals and expenses for a Fund, Organization, Accounts and Program (FOAP). The FWRSUMA is primarily used for specific Organization budget activity but can also report roll-up totals. The report lists Adopted Budget, Current Year Adjustments, Adjusted Budget, Current Period Activity, Year-to-Date Activity, Budget Reservations and Available Balance for each line item account code. The report summary calculates Personnel/Labor, Non-Personnel Expenses and Combined Expense Totals.

Directions:

1. From the main Banner Menu page, type FWRSUMA and press Enter.
2. Click the **Go** button.
3. Click into Line 1 under the Values section and type in your parameter values.
4. You can use your keyboard down and up arrows to navigate from line to line or click into each line using the mouse.
5. Refer to the Hint line under the Parameter section related to each line of data.
6. The hint line will indicate whether data is Required or Optional for each line. See the examples below.

#	Parameter Value	What to Type	Examples
01	Fiscal Year	Enter the 2 digit Fiscal Year	20 for Fiscal Year 2020
02	Chart of Accounts	Leave as the default of 1	Chart of Accounts is always 1
03	Fund Code	Enter the Fund Code	1000 for the General Fund or other...
04	Organization Code	Enter the Organization Code	A40901 for the EWL division at Sylvania or A409 for a total of all expenses of all departments in the EWL division (accumulative)
05	Account Code	Recommend leaving this BLANK for all accounts	Leave Blank
06	Program Code	Enter the Program Code or leave blank	Leave Blank or enter specific Program Code
07	Activity Code	LEAVE BLANK	Leave Blank
08	Location Code	LEAVE BLANK	Leave Blank
09	Period Date	Today's Date for the current fiscal year or to run for previous fiscal years. A shortcut to fill in today's date > On line 9 where the date is highlighted, click on any alpha character key and then the Enter or Return key on your keyboard and the result will auto-fill the current date. NOTE: If you are running year-end reports, you must change the Period Date to the end date of the fiscal year and also change the Fiscal Year on line 1. <i>Example:</i> Line 1: 18 Line 9: 30-JUN-2018	DD-MMM-YYYY

When all the Values have been completed, click on the 'Save Parameter Save as' in the lower 'Submission Section' to save this set and then click on the **'Save'** button. If you don't need to save the Values, click on the Submit button in the Submission Section and click on the **'Save'** button. Most reports do not need a report name. Contact the Training Team if you want to know more about naming your report.

Go to the 'Report Viewer' to view/print your report.
For help with viewing/printing a Banner report from Report Viewer, refer to: [Viewing/Printing a Banner Report](#).

What a FWRSUMA report looks like;

COAS: 1
 FUND: 1000 General Fund-Operating
 ORG: B30400 Women's Resource Center
 ACCT: ALL
 PROG: ALL
 ACTV: ALL
 LOCN: ALL

ACCT	ACCOUNT TITLE	ADOPTED BUDGET	CURRENT YEAR ADJUSTMENTS	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE
01125	Administration, Casual	0.00	0.00	0.00	0.00	135.00	0.00	-135.00
01522	Casual Labor	0.00	0.00	0.00	0.00	1,794.00	0.00	-1,794.00
01610	Professional Sup., Full-t	113,218.00	10,248.00	123,466.00	6,890.02	30,815.19	56,257.68	36,393.13
01790	Student Help	3,618.00	599.00	4,217.00	816.00	816.00	0.00	3,401.00
Total	Personnel/Labor	116,836.00	10,847.00	127,683.00	7,706.02	33,560.19	56,257.68	37,865.13
02120	PERS Pick Up	6,793.00	615.00	7,408.00	328.89	1,559.95	3,375.46	2,472.59
02121	PERS Employer	14,153.00	1,280.00	15,433.00	685.18	3,421.93	5,203.84	6,807.23
02125	Additional PERS rate	7,190.00	650.00	7,840.00	348.07	1,650.94	3,572.36	2,616.70
02210	Health Insurance	21,700.00	1,100.00	22,800.00	1,667.00	7,955.00	13,336.00	1,509.00
02310	Worker's Comp.	1,636.00	152.00	1,788.00	107.88	372.07	731.35	684.58
02320	FICA	8,661.00	783.00	9,444.00	490.94	2,355.79	4,011.17	3,077.04
02410	Long Term Disability	362.00	33.00	395.00	15.87	72.14	180.02	142.84
02420	Group Life Insurance	66.00	0.00	66.00	4.76	15.36	38.08	12.56
02610	Employee Assistance Progr	26.00	0.00	26.00	2.10	5.25	0.00	20.75
02710	Unemployment	792.00	72.00	864.00	48.23	246.62	337.55	279.83
Total	Benefits	61,379.00	4,685.00	66,064.00	3,698.92	17,655.05	30,785.83	17,623.12
03010	Supplies	1,929.00	0.00	1,929.00	0.00	0.00	0.00	1,929.00
03030	Postage	164.00	0.00	164.00	0.00	0.00	0.00	164.00
03410	Publications & Periodical	114.00	0.00	114.00	0.00	0.00	0.00	114.00
03420	Dues and Fees	101.00	0.00	101.00	0.00	0.00	0.00	101.00
03523	Printing	1,010.00	0.00	1,010.00	60.32	60.32	0.00	949.68
03578	Telephone LDist Charges	271.00	0.00	271.00	0.00	0.00	0.00	271.00
03910	Overnight Travel/Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03920	Travel, Staff Mileage Exp	268.00	0.00	268.00	104.64	104.64	0.00	163.36
03925	Non-Overnight Travel/Trai	184.00	0.00	184.00	0.00	48.69	0.00	135.31
Total	Materials, Supplies & Ser	4,041.00	0.00	4,041.00	164.96	213.65	0.00	3,827.35
Report Summary:								
TOTAL	Personnel/Labor	178,215.00	15,532.00	193,747.00	11,404.94	51,215.24	87,043.51	55,488.25
TOTAL	Non Personnel Expenses	4,041.00	0.00	4,041.00	164.96	213.65	0.00	3,827.35
TOTAL	Expenses	182,256.00	15,532.00	197,788.00	11,569.90	51,428.89	87,043.51	59,315.60