I. Description of UBUD

UBUD (University Budget System) is a web-based reporting system that allows the user to track budgeted dollar amounts, budgeted FTE, budget transfers and current expenditures along with forecasted dollars needed to fiscal year-end and revenue collected. This system can report the data in a manner defined by the user to include by fund, by department, by cost center, by individual positions and/or pool IDs. It differs from Financials in that Financials cannot track budgeted dollars allocated to individual positions or FTE. UBUD provides not only details of budget transfers and fringes but it also provides drill downs to detailed transaction information for year-to-date revenue and year-to-date expenditures.

UBUD is a budgetary management tool; however, in creating its reports, the UBUD system may utilize information from a number of university systems. For UBUD, the primary source of information is the budget system – including the working budget file and budget transfer history file. Other data sources include the financial system, payroll system (for detailed expenditures of gross and fringe by pay period), and the salary forecast data mart (for details of the gross and fringe forecast by pay period). Depending on the parameters specified by the user, UBUD is able to generate a consolidated report from the multiple systems – with the data sources remaining transparent to the user.

Users can view detailed transactions for salary expenditures as well as fringes. Demographic attributes are accessible via drill down capabilities on the summary reports. The rows of detailed transactions accessible in the drilldowns can be isolated and reviewed and can be filtered by column headers such as fund, date or budget category to help zero in on a particular transaction. In addition, after reviewing the results on the screen, users can redirect the report of detailed transactions to PDF, Word, or Excel directly from the output results screen. A filter by date range option is also available to isolate and condense the results to a certain timeframe. And, the user can easily change the default display which is set to not include the various rows of sub-total data in the printout. If the user prefers to see the additional rows of sub-totals they can set the field called Include Sub-Totals to Y for yes. These fields and features are accessible from the link at top of drilldown output page identified as “Output Options - Select Criteria” - (see page 26). Also, the OOE/Revenue transaction columns can be rearranged to change the summarization/sort display.

The reports include a summary of the YTD payroll postings (updated after each on-cycle and off-cycle payroll run) and a summary of the salary forecast / projections updated weekly on Friday mornings. Drilldowns allow the user to access the details of either actual or projected payroll and fringe expenditures as well as actual revenue and OOE totals. Another feature of the on-cycle payroll posting process is a “demographic update” of the position which provides, for filled positions, information about the incumbent such as name, employee ID, job code, retirement code, GHI coverage, etc. For positions that have become vacant, all information about the previous incumbent (name, GHI code, retirement code, etc.) is removed and the name changed to “Vacant,USS” or “Vacant,Unclassified.”
II. Budgets, Funds, Appropriations, Cost Centers, and Accounts

A. Budgets

The departmental budget, established at the beginning of each fiscal year, reflects the funding level each department was allocated (or appropriated) for the year. At KU and other Kansas state agencies, the budget period falls between July 1st and June 30\textsuperscript{th} of each year, with budget preparations beginning early in the spring. During the budget preparation process, all budgeted positions, pool IDs, and OOE accounts are assigned to a cost center and a fund.

At the beginning of the Fiscal Year, the budget file provides the initial allocation amounts (opening entries) for the financial system. The budget file also provides information via “Budget Load” to the HR/Payroll system concerning: 1) the funding distribution for budgeted positions and pools; and 2) the pay rates for faculty, unclassified and USS staff.

B. Funds

Budgeted expenditures are assigned to a fund. The fund is used to identify the type of cash or income that will be collected or spent. The purpose of budgeting by fund is to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

C. Appropriations (highest level for cost centers and a term for highest level budget category)

An appropriation (department) is the highest level cost center to which other subordinate cost centers roll up to in our organizational structure. In addition, we have an appropriation budget level for our expenditure categories and they are broken down into three accounts: salaries, fringes and OOE.

D. Cost Centers

The cost centers are subsets of an appropriation value. There may be several cost centers that roll up to the appropriation value. For example:

<table>
<thead>
<tr>
<th>Cost Center Number</th>
<th>Cost Center Name</th>
<th>Dollar Amount</th>
<th>Appropriation Number</th>
<th>Appropriation Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1505001</td>
<td>BMFS Budget Management &amp; Fiscal</td>
<td>$2500</td>
<td>A1505000</td>
<td>Budget Mgmt/Fiscal Svcs</td>
<td>$5000</td>
</tr>
<tr>
<td>1505002</td>
<td>BMFS Fiscal Services</td>
<td>$1500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1505003</td>
<td>BMFS Candidate Reimbursement</td>
<td>$1000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional information about individual cost centers – such as cost center names, controlling appropriation number, and ARSP can be found on the DEMIS Portal Page>Financials>ARSP to Cost Center Reference link described as ARSP, Dept, Cost Center Information.

As mentioned previously, an appropriation budget level has ORG budgets that roll up to it. Org budget level categories include: USS or unclassified salaries (11000), student wages (11100), fringes (11700), and Other Operating Expense budgets like SUPPLY, RENTAL and COMMUN. To better understand how individual budgets correspond to the Appropriation and Org budget categories, refer to the list in DEMIS Portal Page>Financials AccountsbyBudgets extract. In addition, refer to the following example of a printed budget.

10004 Alumni Records
1600000 Alumni Records

Unclassified Regular Positions

<table>
<thead>
<tr>
<th>Name</th>
<th>Position #</th>
<th>Term</th>
<th>Position Title</th>
<th>FTE</th>
<th>Total</th>
<th>Org/Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Dept/Pool</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Mary</td>
<td>00123456</td>
<td>12</td>
<td>Director</td>
<td>1.0</td>
<td>42,000.00</td>
<td>1600001-003</td>
</tr>
</tbody>
</table>
Unclassified Regular Positions  1.0     42,000.00

**USS Regular Positions**

Jones, Steven  00012345   12 Admin Associate 1.0     22,090.00   1600001-003

**Student Position Pools**

Undesignated, Student Hourly  1610000-S01   Student Hourly  13,285.00   1600001-003

**Fringes**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OASDI</td>
<td>3,677.40</td>
</tr>
<tr>
<td>Medicare</td>
<td>860.04</td>
</tr>
<tr>
<td>Retirement</td>
<td>5,205.43</td>
</tr>
<tr>
<td>GHI</td>
<td>5,059.60</td>
</tr>
<tr>
<td>Dep GHI</td>
<td>1,208.74</td>
</tr>
<tr>
<td>Sick Leave/Retire Acct</td>
<td>326.69</td>
</tr>
<tr>
<td>Workers Comp Ins</td>
<td>602.56</td>
</tr>
<tr>
<td>Unemployment Comp Ins</td>
<td>41.52</td>
</tr>
<tr>
<td><strong>Fringes total</strong></td>
<td><strong>16,981.98</strong></td>
</tr>
</tbody>
</table>

**Other Operating Expenses**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPPLY</td>
<td>5,587.00</td>
</tr>
<tr>
<td>RENTALS</td>
<td>10,000.00</td>
</tr>
<tr>
<td><strong>Other Operating Expenses</strong></td>
<td><strong>15,587.00</strong></td>
</tr>
</tbody>
</table>

**Department Total**  2.0     109,943.98

The summarized version of this budget may be displayed at the appropriation and cost center levels.

**Example of this budget summarized at the appropriation level by account category:**

<table>
<thead>
<tr>
<th>Approp/Fund</th>
<th>Appropriation Budget Level and Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600000-003</td>
<td>10000 Salaries</td>
<td>77,375.00</td>
</tr>
<tr>
<td></td>
<td>10002 Fringes</td>
<td>16,981.98</td>
</tr>
<tr>
<td></td>
<td>10001 OOE</td>
<td>5,587.00</td>
</tr>
<tr>
<td>1600000-700</td>
<td>10001 OOE</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

**Appropriation Total**  109,943.98

**Example of this budget at the Cost Center level by account category:**

<table>
<thead>
<tr>
<th>CC/Fund</th>
<th>ORG Budget Level and Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1600001-003</td>
<td>11000 Salaries</td>
<td>64,090.00</td>
</tr>
<tr>
<td>1600001-003</td>
<td>11100 Student Wages</td>
<td>13,285.00</td>
</tr>
<tr>
<td>1600001-003</td>
<td>11700 Fringes</td>
<td>16,981.98</td>
</tr>
<tr>
<td>1600001-003</td>
<td>SUPPLY Supplies</td>
<td>5,587.00</td>
</tr>
<tr>
<td>1600001-700</td>
<td>RENTAL Rentals</td>
<td>10,000.00</td>
</tr>
</tbody>
</table>

**Cost Center Total**  109,943.98
III. **Budget Transfers**

Budget transfers are the mechanism by which you can move budgeted money from one budget category to another in order to better utilize available dollars – an option in the NIBS Working Budget transfer application. For example, you might want to move unspent salary money to your OOE budget.

IV. **Primary and HR Data Restrictions Report Parameter Terms**

These following terms refer to UBUD’s Parameters->Primary Restrictions report parameters and are listed in the order as they are presented.

**Parameters > Primary Restrictions > ARSP, Appropriation, Cost Centers:**

ARSP / Primary ARSP - code to uniquely identify the departments (and/or cost centers) under the control of a senior administrator

Secondary ARSP - code to categorize departments (and/or cost centers) within a Primary ARSP for which budgetary allocations are made by a more senior administrator

Appropriation – 7-digit number that represents the Appropriation value. The Appropriation Department budget is the sum of all subordinate cost centers that are assigned to it. (Note, not to be confused with the Appropriation budget expenditure category to include three accounts: salaries, fringes, and OOE).

Cost Center - 7-digit number used for tracking expenditures and/or income, subordinate to an appropriation.

**Parameters > Primary Restrictions > Fund, Project:**

Fund Code - 3-digit number that is used to identify the type of cash or income that will be spent or collected.

Project (or KUEA) Filter – endowment scenarios or grant project value

**Parameters > Primary Restrictions > Budget Categories:**

Budget Amount Type – selection of Salary, Fringe Expenditures, Other Operating Expenditures or Revenues.

Budget Level Indicator – selection of Pools, Positions or Other Operating Expenditures.

OOE Budget Code - other operating expenses, which can be classified into 26 different accounts. The OOE Code is assigned to a 7-digit budget department value during the budget collection process.

**Parameters > Primary Restrictions > Budget Transfers**

Transfer Number – reference number for a processed budget transfer completed in the NIBS Working Budget Transfer application.

**Parameters > Primary Restrictions > Compare Filters**

Compare Filters - selection of comparative filters and operators to analyze budgets and spending activity

**Parameters > HR Restrictions > HR Dept, Position, Pool ID, Empl ID**

The following terms refer to UBUD’s Parameters->HR Restrictions report parameters and are listed in the order below:

HR Department(s): 7-digit number that represents the department number assigned on the Position or the 7-digit number listed as the Budget Department on a Pool ID and/or OOE.

Position - An 8-digit number used in position management. As managed through the HR system, attributes for each position include job code, HR department, FLSA status, pay group, etc. (Note - preceding zeros in the position number do not have to be entered.)

Pool IDs (pools) – 3-character value that represents the “bucket funding” used to budget students and all temporary USS and unclassified positions. The first character of this ID denotes the type of pool and is followed by a 2-digit number. For example, 1978000-S03 is the International Student Services student hourly pool.
Hint – enter the Pool ID using the 3-character Pool-ID (like T08).

The meaning of the first letter of the 3-character string:
- S-Student Hourly
- G-GA
- R-GRA
- T-GTA
- W-Work Study
- C-USS
- U-Unclassified
- L-Lecturers
- V-Vice Lines

Employee ID - unique 7-digit number assigned to each employee.

**Parameters > HR Restrictions > Empl Class, Pay Group, Job Code**

Employee Class - denotes the employee into one of the categories of Unclassified Academic Staff (A), University Support Staff (B), Faculty (F), Student (S), or Unclassified Professional Staff (U).

Pay Group – as used within the HR/Pay system to define the employee into a pay status category:
- CUN (Univ. Support/Unclass. Professional Stf)
- CUX (Univ Supt/Unclas Profess. & FY Faculty Academic Staff)
- LFC (Academic Year Faculty/Academic Staff)
- LCT (Academic Year Faculty/Academic Staff with ongoing commitment – prepaid benefits)
- LTN (Less than 12 month Non-Exempt)
- LTX (Less than 12 month Exempt with ongoing commitment-prepaid benefits)
- OOE (Other Operating Expenditures)
- SRX (Student Exempt/10-Day Prorate – generally GRA’s)
- STN (Student Non-Exempt)
- STX (Student Exempt/14-Day Prorate – generally GTA’s)

Job Code – denotes the various jobs by an alpha job title description

**V. Parameters > Report Options**

The report options are available to allow the user to include additional information at the top or bottom of the executed report like titles and footnotes.

Query Restriction – enables the user to print the query criteria in a title or footnote manner into the executed report. Hint, using the option of “In Title” will ensure the criteria are visible on your screen results after executing the report even if the screen is not maximized.

Additional Title text – enables the user to add additional text into the title section

Additional Footnote text – enables the user to add additional text into the footnote section

**VI. Parameters > Report Breaks**

*Report Break #1* is required and it automatically defaults to Posn People, Pool IDs, OOE Detail.

Posn People, Pool IDs, OOE Detail – provides details about an employee, position, pool and/or OOE.

Position, Pools, OOE Summary - summarizes all position numbers, all pools and all OOE with a breakdown by appropriation budget level category (salaries, fringes and OOE).

Cost Center Budget Level – summarizes by cost center budget levels to include salaries, student wages, other operating expenditures, travel, equipment, fringes and a revenue total.

Appropriation Budget Level – summarizes by appropriation level budget categories to include 10000-Salaries, 10001-OOE, 10002-Fringes and a revenue total if appropriate.
Salary\Fringe Detail\OOE – provides sub-totals of the various fringe components to include OASDI, MEDIC, RETIRE, etc.

Payroll Account Code - summarizes by Payroll Funding Account Code.

Fund - summarizes by fund.

Department (Appropriation) - summarizes by funding department (appropriation) and prints appropriation department label.

Cost Center - summarizes by funding department and prints department label.

Primary ARSP - summarizes by funding department - 3-digits for non-academic units and 5-digits for academic areas.

Secondary ARSP - summarizes by funding department 5-digit ARSP. Academic areas are not assigned a secondary ARSP value except for primary ARSP of 11260 for College of Liberal Arts and Sciences.

Budget Transfer # – prints budget transfer number and transfer amount; provides link by transfer number to view all entries associated with this transfer number.

Employee Class – (University Support Staff, Unclassified Professional Staff, etc.) summarizes by employee class

JobCode – summarizes by jobcode

Budget Period Detail – (ANN, FAC, LNG, PO1, PR1, SUM, UM1, etc.) prints budgeted period and its budgeted salary, fringe and OOE. FTE data appears on the SUM period lines.

VI. Navigating Through DEMIS – University Budget Reports (UBUD)

Log onto DEMISWEB2 using the url: https://demisweb2.ku.edu/Portal Please use Windows Internet Explorer browser to ensure drilldown links function properly.
Type in your current web KU Online User name and password.

Before running your first UBUD report, we recommend you follow the instructions on the General tab in the Index Section using the link Internet Explorer setting for downloading Excel Files to ensure all the reporting options will work correctly.

Then, select “Financials” tab on the DEMIS Portal home page.

Select UBUD from the University Budge Reports portlet section. A refresh date is listed below each report to let the user know the date and time UBUD was last refreshed.

This will bring up the UBUD home page which lists all the various parameters to filter/create your report. Hint, the RUN button is located in the bottom, left-hand corner of the page. The list of parameter links on the far left of the screen can help you jump to an organized, condensed listing of criteria.
Report Parameters
UBUD reports are filtered at the Fiscal Year level. Users can select the fiscal year at the top of the page. It will default to the current fiscal year.

A few UBUD report parameters will be dependent on each other. This allows you to narrow your report results and offers a variety of ways to filter reports. Other features included in the recent upgrade are:

- An (*) next to a parameter indicates that a selection is required to run the report.
- You can use the % symbol as a wildcard when entering partial prompt values.
- In parameters that allow you to manually enter values, enter each value on a separate line.
- Some prompts allow you to select multiple values (these are referred to as multi-select parameters). You can click to highlight value(s) and either double-click or use the right arrow to send to the “Selected” box.
- A magnifying glass icon next to a parameter indicates there is an option to search for a value from a “select a value” dialog box. Do this by:
  - Clicking on the magnifying glass, the “select a value” dialog box will appear.
  - Enter the value you are searching for and select a context (contains, starts with…). Then click “search” to display matching results. -OR- Click the “Browse” tab to view and/or select available values.
  - You can click to highlight value(s) and either double-click or hit the arrows to send the highlighted value(s) to the “Selected” box.
  - Then, click “select” and run report as usual.
- Click “Apply” after selecting prompt values(s) where indicated. This is especially important if a prompt below is dependent. Once a filter is applied, any dependent prompts are refreshed and the choices are constrained based on the prompt it is dependent on.
- If a parameter is left blank, all possible values are returned.
- To reset prompt values back to their original default, click Reset to Default in the right hand corner of each parameter section.
- If you change a prompt and the default below it is removed, please click on the Reset to Default in each section to reset them. **This will be important if changing the Fiscal Year prompt value.
- When the possible value list contains more than 100 results, you can use the Page Up (up arrow) or Page Down (down arrow) to move through the possible prompt values list.
- DEMIS will time out after 30 minutes of inactivity but you will receive a warning message that will allow you to confirm your session. If your session does time out, you can simply click the “Logon” button and login again.

To execute a report, you will click the “Run” button which is found in the lower left side of the parameters page. Clicking on “Output Options” will bring the “Run” button into view without having to scroll.

On the left side of the screen is a “quick list” of Parameter sections and subsections. You can scroll through the list of Parameters on the right or use the “quick list” to go directly to the section you would like to filter. You can filter the report by selecting the various parameters within each section or use the default values on the required (*) parameters.
The user can execute a report at the Area of Responsibility high-level by selecting ARSP / Primary ARSP; if you don’t know the ARSP or Appropriation, you can click on the arrow to the right side of the box to see the ARSPs and Appropriations listed with descriptions in an outline format. The user can also restrict the report to see Appropriation Department or Cost Centers by entering one or more value(s) directly into the text boxes. Multiple values can be entered including partial values in the Department and Cost Center text boxes. Partial values will operate as if a wildcard symbol is entered. Scroll bars on the right allow the user to scroll down if multiple appropriations or cost centers are entered. Users can restrict the report to a particular program classification structure defined at the deptid level.

The Select Fund Code field allows the user to select one or more fund(s) from the drop down box which is listed along with the description. Or, the user can type in the fund code(s) directly in the Fund Code(s) text box field.
In the **Enter KUEA or Project Filter** field, the user can enter a KUEA scenario or a grant project value.

**Select Budget Amount Type** allows the user to select one or all of the following from the drop down menu:

1. (all possible values)  
2. Salaries  
3. Revenues  
4. Fringe Expenditures  
5. Other Operating Expenditures

To select more than one for a report submission, press the control key down and highlight the desired options.

**Select Budget Level Indicator** allows the user to select one or more of the following from the drop down menu:

1. (all possible values)  
2. Pools  
3. Positions  
4. Other Operating Expenditures
The next text boxes allow for information to be entered on an OOE Budget Code or Transfer Numbers (BTF) directly. The user can type in one or more values for these ids or reference numbers to view.

HELPFUL HINT: If the user desires to enter an OOE code to see balances for a certain area, then the user should also enter a 7-digit Budget Department value in the Filter by HR Department field which is located on the HR Data Restrictions page to provide a more useful report.

Comparative Reports:
The user can select comparative filters and operators to analyze their budget and spending activity. These options are a great way for a department to determine if they have budget lines/categories that are already overspent, projected to be overspent or if there are possible areas of shrinkage or surplus. The definitions are provided below along with examples of how these reports can be created and used to provide an excellent analytical report for management.

Range Filters
Choose one of the following or “No Range filter” to choose all amounts.

1. YTD - to compare Year-to-Date actual revenues or expenditures to (see Compare To section)
2. YTD + Forecast - to compare actuals and projections to (see Compare To section)
3. Forecast – to compare forecasts to (see Compare To section)
4. Adjusted Budget – to compare adjustments to the budget to (see Compare To section)
5. Budgeted Amounts – to compare budgeted amounts to (see Compare To section)

Comparative Operator
Select a Comparative Operator

1. GT (Greater than)
2. LT (Less than)
3. EQ (Equal to)
4. NE (Not equal to)

Compare to
Choose one of the following or “No Range filter” to choose all amounts

1. YTD
2. YTD + Forecast
3. Forecast
4. Adjusted Budget
5. Budgeted Amounts
**Difference Cushion**
Specify the dollar amount of difference you want the range filter to project. (Recommended to use at least $1.00 as the Difference Cushion to provide a more useful report.)

**EXAMPLES:**
1) To run a report for a particular area and/or department to identify budget categories like salary and OOE that are already overspent, use the following criteria:

Select an organizational unit, appropriation or HR Department. For this example, an appropriation value of 8100000 was entered using the report breaks of Posn People and Payroll Account Code plus the following comparison filters:

The report below illustrates at least two positions (00069525 and 01199700) that have no budget for salary expenses and the current YTD salary expenses listed in the column Expended Amount for one or multiple payroll funding account codes exceed the budget.

2) To run a report for a particular area and/or department to identify budget categories like salary and OOE that are projected to be overspent by the end of the year, use the following criteria:

Select an organizational unit, appropriation or HR Department. For this example, an appropriation value of 8100000 was entered using the report breaks of Posn People and Payroll Account Code plus the following comparison filters:

The report below illustrates at least two positions (01198972 and 00000253) that have both salary and fringe budgets in place but the current YTD salary and fringe expenses listed in the column Expended Amount plus the amounts listed in the Forecasted Need column exceed the budget and result in an estimated shortfall.
3) To run a report for a particular area and/or department to identify budget categories like salary and OOE that are projected to have shrinkage or a surplus of budget funding available at the end of the year, use the following criteria:

Select an organizational unit, appropriation or HR Department. For this example, an appropriation value of 8100000 was entered using the report breaks of Posn People and Payroll Account Code plus the following comparison filters:

The report below illustrates position 00000253 and 00062067 has both salary and fringe budgets in place and the current YTD salary and fringe expenses listed in the column Expended Amount plus the amounts listed in the Forecasted Need column are less than the budget and result in an estimated overage which would represent salary shrinkage. It is possible that the individual in this position started later in the fiscal year and will not be on the payroll for the full 26 pay periods even though the budget allowed for 26 pay periods of expense.
Parameters> HR Data Restrictions definitions

The user can execute a report using HR related criteria. You can either enter values directly or for some fields you can click on the arrow to the right side of the box to see and select the various valid options.

The Filter by HR Department is a text box that enables the user to type in one or more specific department number(s), depending on the user’s desired results. Using the HR department filter will retrieve positions assigned to that HR department as well as any OOE activity and Pools that have been assigned to that same specific 7-digit (budget) department value. Multiple values as well as partial values are valid entries for the HR Department text box. The partial values can be entered without having to enter a wildcard symbol.

If the user desires to be more specific and choose one (or more) record(s) as opposed to an entire HR Department, the next text boxes allow for information to be entered on an Employee ID, Position (number) or a Pool ID. The position value can be entered with or without the preceding zeros. The pool ID is a 3-character pool ID where the first character denotes the type of pool followed by a 2-digit number.

The meaning of the first letter of the 3-character string:

- S - Student Hourly
- G - GA
- R - GRA
- T - GTA
- W - Work Study
- C - USS
- U - Unclassified
- L - Lecturers
- V - Vice Lines

If the user desires to enter criteria for a particular Pool ID (3-character value), it is recommended to also enter a corresponding HR department value (7-digits) in the Filter by HR section to provide a more useful report.

The user can also execute a report Employee Class, Pay Group, or Job Code data. You can click on the arrow to the right side of the box to see and select the various valid options.

**Employee Class** - denotes the employee into one of the categories of Unclassified Academic Staff, University Support Staff, Faculty, Student or Unclassified Professional Staff.

**Pay Group** - as used within the HR/Payroll system to define the employee into a pay status category:
- CUN (Univ. Support/Unclass. Professional Stf)
- CUX (Univ Supt/Unclas Profess. & FY Faculty Academic Staff)
- LFC (Academic Year Faculty/Academic Staff)
LCT (Academic Year Faculty/Academic Staff with ongoing commitment – prepaid benefits)
LTN (Less than 12 month Non-Exempt)
LTX (Less than 12 month Exempt with ongoing commitment-prepaid benefits)
OOE (Other Operating Expenditures)
SRX (Student Exempt/10-Day Prorate – generally GRA’s)
STN (Student Non-Exempt)
STX (Student Exempt/14-Day Prorate – generally GTA’s)

**Job Code** allows the user to select one or more job title by description from the available drop down box.

**Report Options**

The report options are available to allow the user to include additional information at the top or bottom of the executed report like titles and footnotes.

- **Query Restriction** – enables the user to print the query criteria in a title or footnote manner into the executed report. Hint, using the option of In Title will ensure the criteria are visible on your screen results after executing the report even if the screen is not maximized.

- **Additional Title text** – enables the user to add additional text into the title section

- **Additional Footnote text** – enables the user to add additional text into the footnote section
Parameters>Report Breaks

The user can select from 1 to 4 different combinations of report breaks. Report Break #1 is required and it automatically defaults to Posn People, Pool IDs, OOE Detail. Posn People brings in demographic details of positions, employees, and/or pool ids. The user can select from any of the options on the drop down menu by clicking the arrow and selecting their choice. One or many report breaks can be selected. The report break selected will generate a new column in the results. For instance, if both the Fund and Posn People, Pool IDs, OOE Detail breaks are selected as report break #1 and #2, a Fund Column and a Position Name column will appear on the report.

The following Report Breaks are available alone or in any combination from the right drop down arrow:

- Posn People, Pool Ids, OOE Detail: [Use Posn People report break if you need to see name, position number or pool id]
- Position, Pools, OOE Summary: [Will generate a grand total for positions, pools and OOE instead of totals by each position number, pool ID, etc]
- Cost Center Budget Level: [Summarizes data by the Org Budget (account) Category]
- Appropriation Budget Level: [Summarizes by the appropriation budget level (account) expenditure categories which are broken down into three accounts: salaries, fringes and OOE]
- Salary/Fringe Detail/OOE; [Use Salary/Fringe Detail report break if you need to see sub-totals by fringe category]
- Payroll Account Code: [Be sure to use this as a report break when using the Cost Share allocation.]
- Fund: [Use a Fund report break if you need to see a sub-total for each fund in your criteria]
- Department (Appropriation): [Use this option to summarize by the Cost Centers’ Appropriation. Cost Centers roll up to an appropriation in our organizational tree]
- Cost Center: [Use a Cost Center report break if you need to see a Cost Center Description in your results]
- Primary ARSP: [3-digits for non-Academic areas and 5-digits for Academic areas]
- Secondary ARSP: [Academic ARSPs (i.e.112xx) are not assigned a secondary ARSP EXCEPT for ARSP 11260]
- Budget Transfer #: [Displays the budget transfer # completed in the NIBS Working Budget Transfer application]
- Employee Class: [Denotes the employee into one of the categories of Unclassified Academic Staff, University Support Staff, Faculty, Student or Unclassified Professional Staff]
- Job Code [Displays both job description/title and job code values]
- Budget Period Detail: [Organizes by the SUM budget period detail value in the NIBS Working Budget]
*Cost Share*

To display Cost Share data in UBUD, select “Payroll Account Code” as one of the report breaks and select “Yes” to question “*Include Cost Share allocations in summary?” Otherwise, Cost Share lines are summed to the Cost Center + Fund Level.

Salary on Cost Shared lines will be forecasted to the Fiscal Year End (if no changes exist on future funded rows in HR/PAY) in UBUD to align the salary forecast with the fund’s budget year. However, in the Grant Reporting DEMIS application, the Cost Shared lines are projected to the Grants end date (if no changes exist on future funded rows in HR/PAY) to align the salary forecast with the Grant Budget.

Both UBUD and the Grants Reporting tool will forecast salary on non-cost shared grants to the lesser of the Grant End Date or the next future funded row in HR/PAY.

**Parameters> Output Options <optional>**

A report output will default to the web screen. However, a user can select the Output options link to execute the report to Excel, PDF, Word, etc. instead of the window.

*Output Type*

- We recommend you follow the instructions on the General tab in the Index section using the link Internet Explorer settings for downloading Excel Files to ensure all of the reporting options will work correctly.

**DEMIS Portal**
Web – The Web option is the default. This option will run the report to your screen on your desktop. From there you can look or print the information. Please note - web output is primarily for viewing on-line. If printing is desired, use an output type of PDF, Word, or Excel Report.

Excel data file –this will launch the report to Excel and will display the raw, unformatted numbers and unformatted text. This feature does not create a visually-friendly report. If a download dialogue box does not open, you will need to update your browser security settings mentioned above.

PDF – this will launch the report in a PDF format. Please note, if this PDF document is printed to paper, please be sure to check ‘Choose Paper Source by PDF page size’ on the File>Print window of options.

Word – launches the results to Word. If a download dialogue box does not open, you will need to update your browser security settings mentioned above.

Excel report-this executes the report to Excel in a more formatted, report-friendly display. If a download dialogue box does not open, you will need to update your browser security settings mentioned above.

Additional options are available and can be used on a Word or PDF report (listed below the output type option):

Word/PDF page orientation
User can choose Portrait or Landscape depending on the layout you prefer for your data.

Word/PDF paper size
Use can select either to view on letter size or legal size. (Hint, if you select legal, it is recommended to also select Landscape orientation above)

Word/PDF print margins
User can adjust the print margins using options available in the drop down box

Word/PDF font size
User can adjust the font size on the report
Parameters> Run Options

General / RUN

The Run button will submit your report request based on the restricted analysis criteria and the report breaks provided. The output will be according to the selected output format. The Run button for processing is located in the lower, left-hand section of any of the restriction pages. If the output is to the default web screen, the report results will show up in a second window. Also, if you choose a combination of variables that are not valid, no data will be returned.

Run

The following is an example of what a notification message will look like if an invalid combination of data is selected as the criteria or criteria with no records. Hint, review the data on this notification report listing to see if the criteria is as intended. For instance, the user might have wanted to see data against cost center 1510200 and the below message would indicate no records were retrieved. After a closer look, the user can determine that the cost center value was entered incorrectly as 1512000 instead of 1510200.

No records in report selection.

Questions concerning this system should be directed to Mary Ann Richey at marichey@ku.edu or 4-3137

In addition, if you select an area which exceeds the maximum rows, you will also error out. A Stored Process Error will appear at the bottom of the incomplete report with a message – This request completed with errors.

EXAMPLES OF REPORT BREAK OUTPUT

*Note, some examples below include the break “Department”.

Posn People, Pool IDs, OOE Detail Report Break

Choosing Posn People Detail brings in the position number and incumbent’s name from HR/PAY with a drilldown link available which provides the Bio-Demographics of the position to include the incumbent’s date hired, job title and HR department. The Posn People, Pool IDs, OOE Detail report break can be used in conjunction with other report breaks to bring in these demographics as well.

[Sensitive data – no screen shot provided]
A report break of Positions/Pools/OOE summary show above will generate a grand total for positions, pools and OOE instead of totals by each position number, pool ID, etc. You can click on the blue expenditure links to see more detail of the expenses. Use this report break to generate an area or department report which will have drill downs available to obtain the details on the pools for this department or the details of the forecast. This replaces the download options that were available in the prior release of UBUD.

Column Heading Explanations:

Budget Category – reflects the balances in the primary appropriation budget categories the University budgets in during the budget collection process which includes: salaries, fringes and OOE. A revenue category is also available to show balances of actual revenue collected.

Budget Amount and Budget FTE – these two columns represent the beginning balances that are reflected in the printed budget and will not change during the fiscal year.

Transfer Amount and Transfer FTE – these two columns reflect the dollar and headcount of budget transfers processed.

Adjusted Amount and Adjusted FTE – these two columns represent the difference between the budgeted balances and the transferred totals.

Expended Amount – this column reflects the amount spent in Salaries, Fringes or OOE. You can drill down on the blue underlined totals to see the detail of the transactions that make up that total.

Available Balance – Available balance is derived from the adjusted amount plus or minus expenditures.

Forecasted Need – the forecast determines how much money will be needed to fund a position or pool from the last pay period posted through the end of the fiscal year. Positions are forecasted by their salary and appointment dates. The forecast for pools are derived by summing the hourly rate times standard hours for each position filled within the pool. Hours actually worked may be more or less than the standard hours.

Estimated Overage or Shortfall – this figure is derived from the adjusted amount minus expenditures minus forecasted need.

Revenue Collected – this column reflects the amount of revenue posted to Financials as actual revenue collected.

Cost Center Budget Level Report Break
With the Cost Center budget level report break shown above you can see more detailed budget account levels to include USS Wages, student wages, other operating expenditure budgets like CONSV, CRYFWD, FEECHG and SUPPLY along with a row for revenues to display actual revenue collected.

### Appropriation Budget Level Report Break

<table>
<thead>
<tr>
<th>Department &amp; Descr</th>
<th>Department &amp; Descr</th>
<th>Appropriation Budget Level</th>
<th>Budget Amount</th>
<th>Budget FTE</th>
<th>Transfer Amount</th>
<th>Transfer FTE</th>
<th>Adjusted Amount</th>
<th>Adjusted FTE</th>
<th>Expensed Amount</th>
<th>Expensed FTE</th>
<th>Available Balance</th>
<th>Forecasted Need</th>
<th>Estimated Overage or Shortfall</th>
<th>Revenue Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1520000-Human Resources</td>
<td>A1520000-Human Resources</td>
<td>90000-Salaries</td>
<td>1,341,460.00</td>
<td>20.60</td>
<td>-5,056.24</td>
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<td>0.00</td>
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<tr>
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<td></td>
<td>90001-OIce</td>
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<tr>
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<td>90002-Fringes</td>
<td>422,686.18</td>
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<td>0.00</td>
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<td>0.00</td>
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<td></td>
<td>20000-Revenues</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
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<td>0.00</td>
</tr>
</tbody>
</table>

With the appropriation budget level report break you can see that the budget in this HR Department (defined on the HR Data Restriction screen) of 1520000 is broken down into the appropriation budget categories of salaries, OOE, fringes and a row for revenues to display actual revenue collected.

### Salary/Fringe Detail/OOE break

<table>
<thead>
<tr>
<th>Department &amp; Descr</th>
<th>Department &amp; Descr</th>
<th>Salary Fringe Detail OOE</th>
<th>Budget Amount</th>
<th>Budget FTE</th>
<th>Transfer Amount</th>
<th>Transfer FTE</th>
<th>Adjusted Amount</th>
<th>Adjusted FTE</th>
<th>Expensed Amount</th>
<th>Expensed FTE</th>
<th>Available Balance</th>
<th>Forecasted Need</th>
<th>Estimated Overage or Shortfall</th>
<th>Revenue Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1520000-Human Resources</td>
<td>A1520000-Human Resources</td>
<td>BASE</td>
<td>25,485,00</td>
<td>0.00</td>
<td>-12,246.00</td>
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<td>0.00</td>
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<td>18,941.38</td>
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<tr>
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<td></td>
<td>OASDI</td>
<td>132,635.98</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>MEDIC</td>
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<td>RETIRE</td>
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<td>0.00</td>
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<tr>
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<td>SNGL</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
</tbody>
</table>
The salary/fringe detail/OOE report break will provide detailed budget amounts and activity by the various fringe categories to include OASDI, retirement, work comp, unemployment, etc.

**Payroll Account Code break**

<table>
<thead>
<tr>
<th>Department &amp; Descr</th>
<th>Payroll Funding Account Code</th>
<th>Budget Category</th>
<th>Budget Amount</th>
<th>Budget FTE</th>
<th>Transfer Amount</th>
<th>Transfer FTE</th>
<th>Adjusted Amount</th>
<th>Adjusted FTE</th>
<th>Expended Amount</th>
<th>Available Balance</th>
<th>Forecasted Need</th>
<th>Forecasted Overage or Shortfall</th>
<th>Revenue Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1520000-Human Resources</td>
<td>A1520000-Human Resources</td>
<td>1520000-003</td>
<td>10000-Salaries</td>
<td>824,230.00</td>
<td>11.90</td>
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<td>0.00</td>
<td>824,230.00</td>
<td>11.90</td>
<td>333,517.27</td>
<td>490,712.73</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>10002-Fringes</td>
<td>257,585.00</td>
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<td>0.00</td>
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<td>257,585.00</td>
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<td>99,541.72</td>
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<td>99,198.87</td>
<td>75,287.39</td>
<td>23,911.48</td>
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<td>10001-Dis</td>
<td>80,854.00</td>
<td>0.00</td>
<td>-75,354.00</td>
<td>0.00</td>
<td>5,500.00</td>
<td>0.00</td>
<td>3,019.03</td>
<td>2,481.93</td>
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<td>2,481.92</td>
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<tr>
<td></td>
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<td>10002-Fringes</td>
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</tr>
</tbody>
</table>

With the payroll account code break you can see that this HR Department (defined on the HR Data Restriction screen) of 1520000 is broken down into the different cost centers that exist within 1520000 as well as the fund associated with that cost center.

**Payroll Account Code break with cost share data:**

With the payroll account code break and “Yes” to include Cost Share allocation as listed above, you can see the expense and forecast on the cost share allowable fund (i.e. fund 003) and project ID identified with the CS characters at the end. The forecast on the cost share project ID will be calculated through the end of the fiscal year even if the project extends past the fiscal year to align the salary forecast with the fund’s budget year. The projects assigned to grant funds (i.e fund 908) are forecasted to the lesser of the Grant End Date or the next future funded row in HR/Pay.

**Fund Report Break**

<table>
<thead>
<tr>
<th>Department &amp; Descr</th>
<th>Department &amp; Descr</th>
<th>Fund</th>
<th>Budget Category</th>
<th>Budget Amount</th>
<th>Budget FTE</th>
<th>Transfer Amount</th>
<th>Transfer FTE</th>
<th>Adjusted Amount</th>
<th>Adjusted FTE</th>
<th>Expended Amount</th>
<th>Available Balance</th>
<th>Forecasted Need</th>
<th>Forecasted Overage or Shortfall</th>
<th>Revenue Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1520000-Human Resources</td>
<td>A1520000-Human Resources</td>
<td>003</td>
<td>10000-Salaries</td>
<td>824,230.00</td>
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<td>0.00</td>
<td>824,230.00</td>
<td>11.90</td>
<td>333,517.27</td>
<td>490,712.73</td>
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<tr>
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<td>10002-Fringes</td>
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</table>

24
The fund report break will give you a listing of all the funds associated with this HR Department by fund.

**Department Report Break**

<table>
<thead>
<tr>
<th>Department &amp; Descr</th>
<th>Department &amp; Descr</th>
<th>Budget Category</th>
<th>Budget Amount</th>
<th>Budget FTE</th>
<th>Transfer FTE</th>
<th>Transfer FTE</th>
<th>Budgeted Amount</th>
<th>Expenditures FTE</th>
<th>Available Balance</th>
<th>Forecasted Need</th>
<th>Estimated Overflow or Shortfall</th>
<th>Revenue Collected</th>
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</thead>
<tbody>
<tr>
<td>A1520000-Human Resources</td>
<td>A1520000-Human Resources</td>
<td>10000-Salaries</td>
<td>1,341,650.00</td>
<td>20.00</td>
<td>-5,956.24</td>
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<td>1,335,693.76</td>
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This report break lists salary, fringe, and OOE totals by funding appropriation.

**Cost Center Report Break**

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<th>Department &amp; Descr</th>
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<th>Transfer FTE</th>
<th>Transfer FTE</th>
<th>Cost Center Budgeted Amount</th>
<th>Cost Center Expenditures FTE</th>
<th>Available Balance</th>
<th>Forecasted Need</th>
<th>Estimated Overflow or Shortfall</th>
<th>Revenue Collected</th>
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<td>1520000 HR - Human Resources</td>
<td>1520000 HR - Human Resources</td>
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This report break lists all cost centers associated with the HR department of 1520000.

**Primary ARSP Report Break**

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<th>Department &amp; Descr</th>
<th>Primary ARSP</th>
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<th>Forecasted Need</th>
<th>Estimated Overflow or Shortfall</th>
<th>Revenue Collected</th>
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<tbody>
<tr>
<td>117-Administration and Finance</td>
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<td>A1520000-Human Resources</td>
<td>A1520000-Human Resources</td>
<td>117</td>
<td>10000-Salaries</td>
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</tbody>
</table>

This report break lists appropriation budget category (salary, fringe, and OOE) totals by the primary ARSP (3-digits non-academic / 5-digits academic) for the HR department equal to 1520000.

**Secondary ARSP Report Break**
This report breaks lists appropriation budget category (salary, fringe, and OOE) totals by the secondary ARSP. Note, an academic primary unit beginning with 112xx will not be assigned a secondary ARSP value unless it is the academic unit of 11260 for College of Liberal Arts and Sciences.

Budget Transfer # Report Break

<table>
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<tr>
<th>Department &amp; Desc</th>
<th>Department &amp; Desc</th>
<th>Transfer Number</th>
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<th>Budget Amount</th>
<th>Budget FTE</th>
<th>Transfer Amount</th>
<th>Transfer FTE</th>
<th>Adjusted Amount</th>
<th>Adjusted FTE</th>
<th>Expended Amount</th>
<th>Available Balance</th>
<th>Forecasted Need</th>
<th>Estimated Overage or Shortfall</th>
<th>Revenue Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1520000-Human Resources</td>
<td>A1520000-Human Resources</td>
<td>10000-Salaries</td>
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<td>422,360.00</td>
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<td>-785.00</td>
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</tbody>
</table>

Choosing to break by budget transfer number shows the transfers of money that have taken place since the beginning of the fiscal year. Clicking on a blue underlined budget transfer number will produce drill down detail of the transaction.

Drill downs

Clicking on the blue underlined revenue ($1,768.15) or expenditure totals (like $25,486.40) will produce a drill down page with the details of the YTD revenues/expenses.

After drilling down on a blue underlined revenue/expenditure link, the detail can be sorted/summarized.

This revenue/expenditure detail drill down page has both a top and lower section. The top section described as Output Options-Select Criteria provides the user with options that include: ability to redirect output to PDF, Word, or Excel, multiple sorting options which will also change the column orders in the results and the ability to limit the dates of the detailed transactions to a specified date range. The user can change one of these options or elect to change all of the options. The lower section described as YTD Financial Transactions Detail allows the user to quickly filter the rows of data directly on the screen by using the column header drop down boxes. This filtering mechanism can help isolate a certain kind of transaction. If the data on this report needs to be printed change the output destination to Excel data file, PDF, Word or Excel Report.
The employee class report break lists the totals by employee class under a particular HR department. OOE and Revenue are not assigned an employee class code.

The job code report break lists the totals by employee class under a particular job code. OOE and Revenue are not assigned a job code.

When you ask for budget period detail (as in the report above), you will see subtotals in one or all of the categories listed below.
Budget Period Variables:

- **ANN**  Fiscal Year (Unclass, OOE, Students)
- **PO1**  Appt after Academic year: 14 days
- **PR1**  Appt before Academic year: 14 days
- **PR4**  Appt before Academic year: 39 days
- **SUM**  Represents the budget dollars necessary to fund position this fiscal year and used to calc fringes
- **FAC**  Academic Year
- **PO2**  Appt after Academic year: 15 days
- **PR2**  Appt before Academic year: 15 days
- **POX**  Exception Summer Appt: Appt after Academic Year
- **PR3**  Appt before Academic year: 35 days
- **PRX**  Exception Summer Appt: Appt before Academic Year
- **LNG**  Longevity Bonus
- **PO3**  Appt after Academic year: 21 days
- **UM1**  Fiscal Year for USS employees

VII. Helpful Hints

i. Please remember the Run button will remain in the lower left-hand section of the web screen.

ii. Be aware that if you set criteria using multiple values, you will see automatic subtotals by these fund values. For example, if you select both fund 003 and 099 in your criteria, you will see a subtotal for fund 003 and a separate total for fund 099 in your report results.

iii. The web output option is primarily for viewing on-line. If a report needs to be printed use an output type of PDF, Word, or Excel Report.