

# University Budget System Training Guide

Prepared by Budget Management and Fiscal Services

345 Strong Hall \* 785-864-3136

<http://www.budget.ku.edu/>

[budgetoffice@ku.edu](mailto:budgetoffice@ku.edu)

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## **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, current expenditures, budget transfers, and forecasted dollar need to fiscal year-end by individual positions and pool IDs. It differs from KUFS (KU Financial System) in that KUFS cannot track budgeted dollars allocated to individual positions or FTE and can only track expenditures and budget transfers by budget category totals, i.e. total salaries, student wages, fringes, OOE, equipment, or travel.

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.

\*Other than budgetary transfers, the budget system does not house detailed transaction information. The budget file does 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 / projection (updated weekly on Friday mornings). However, by accessing the appropriate data marts, the user can access the details of either actual or projected payroll expenditures. Another feature of the on-cycle payroll posting process is a “demographic update” of the budget file 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,Classified” or “Vacant,Unclassified.”

Because the working budget file has summed the OOE allocation to the appropriation level, UBUD is not the best tool for managing available funds in individual cost centers for any of the OOE miscellaneous, travel, or equipment categories; therefore, KUFS should continue to be used for managing individual OOE cost centers.

## **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 1<sup>st</sup> and June 30<sup>th</sup> of each year, with budget preparations beginning early in the spring. During the budget preparation process, detailed expenditures of 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 and unclassified staff. (In most cases, individuals funded only from sponsored projects are not part of the budget load. However a companion process has been

developed within the Vice Provost for Research Office (KUCR) to provide the pay rates and ensure correct funding distributions.)

**B. Funds**

Each budgeted expenditure is assigned to a fund, where a 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**

An appropriation is the highest level cost center to which other subordinate cost centers roll up. The appropriation budget expenditure categories 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:

Cost Center Number	Cost Center Name	Dollar Amount	Appropriation Number	Appropriation Name	Amount
1505001	BMFS	\$2500	1505000	BMFS	\$5000
1505002	Fiscal Services	\$1500			
1505003	Accreditation Expenses	\$1000			

Additional information about individual cost centers – such as cost center names controlling appropriation number, and ARSP can be found on the Budget Office web-site by clicking on the Budget Department ID Tyree.

The cost center budgets have their own account categories: classified or unclassified salaries (11000), student wages (11100), fringes (11700), miscellaneous OOE (12000), travel (12500), and equipment (14000). To better understand how individual budgets correspond to the appropriation and cost centers, refer to the following example of a printed budget.

**10004 Alumni Relations  
1610000 Alumni Relations**

**Unclassified Regular Positions**

Name	Position #	Term	Position Title	FTE	Total	Org/Fund
HR Dept/Pool						
Smith, Mary	00123456	12	Director	1.0	42,000.00	1610001-003
Unclassified Regular Positions				1.0	42,000.00	

**Classified Regular Positions**

Jones, Steven	00012345	12	Admin Asst	1.0	18,091.00	1610001-003
Classified Regular Positions				1.0	18,091.00	

**Student Position Pools**

Undesignated, Student Hourly	1610000-S01	Student Hourly	13,285.00	1610001-003
Student Position Pools			0.0	13,285.00

**Fringes**

OASDI	3,677.40
Medicare	860.04

Retirement	5,205.43	
GHI	5,059.60	
Dep GHI	1,208.74	
Sick Leave/Retire Acct	326.69	
Workers Comp Ins	602.56	
Unemployment Comp Ins	<u>41.52</u>	
Fringes total	16,981.98	
<b>Other Operating Expenses</b>		
Supplies and Expenses	5,587.00	1610001-003
Travel	10,000.00	1610002-700
Other Operating Expenses	15,587.00	
Department Total	2.0	105,944.98

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:**

Approp/Fund	Account	Account Name	Amount
1610000-003	10000	Salaries	73,376.00
	10002	Fringes	16,981.98
	10001	OOE	5,587.00
1610000-700	10001	OOE	<u>10,000.00</u>
<b>Appropriation total</b>			<b>105,944.98</b>

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

CC/Fund	Account	Account Name	Amount
1610001-003	11000	Salaries	60,091.00
1610001-003	11100	Student Wages	13,285.00
1610001-003	11700	Fringes	16,981.98
1610001-003	12000	Supplies & Expense	5,587.00
1610001-700	12500	Travel	<u>10,000.00</u>
<b>Cost Center Total</b>			<b>105,944.98</b>

**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. For example, you might want to move unspent salary money to your OOE budget.

Budget transfers can also be used to increase or decrease the department's revenue estimate to reflect revised anticipated income. Budget transfers that affect salaries (either positions or pools) or cross appropriations must be submitted to the Budget Office for processing. OOE budget transfers that do not cross appropriations may be done online by the department.

**IV. Report Request Parameter Terms**

These terms refer to UBUD's Report Request Parameters and are listed in the order as they are presented.

Area of Responsibility (ARSP) - a way to group particular schools and departments that reflects reporting lines.

Appropriation - the appropriation budget is the sum of all subordinate cost centers that are assigned to it. . The appropriation budget expenditure categories are broken down into three accounts, which are salaries, fringes, and OOE.

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

Scenario or Project Reference # - a sequence of numbers and/or letters that identify a specific grant, project, or endowment account.

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

Amount Type – selection of salary, fringe, or OOE

Budget Level Indicator – selection of pools, OOE, or position

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

Pay Group – as used within the HR/Payroll system, defines the employee into a pay status category:

- CUN (Classified/Unclassified Non-Exempt),
- CUX (Classified/Unclassified Exempt),
- LFC (Academic Year Faculty),
- SRX (Student Exempt/10-Day Prorate),
- STN (Student Non-Exempt),
- STX (Student Exempt/14-Day Prorate).

True HR Department - the smallest organizational unit of the University recognized by the central administration, which has one or more positions, a budget, and sovereignty (meaning that the department has its own mission, authority over its budget, and authority over its own operations).

Pool IDs (pools) - “bucket funding” used to budget students and all temporary classified and unclassified positions. The pool ID consists of the true 7-digit HR Department number plus a 3-character pool ID (the first character denotes the type of pool followed by a 2-digit number). For example, 1978000-S03 is the International Student Services student hourly pool.

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

- S-Student Hourly
- R-GRA
- T-GTA
- W-Work Study
- C-Classified
- U-Unclassified
- Z-Overtime
- D-Shift Differential
- L-Lecturers
- V-Vice Lines

OOE - other operating expenses, which can be subdivided into Miscellaneous, Travel, and Equipment accounts.

EMPLID - unique 7-digit number assigned to each employee.

Position Number - 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.

Budget Transfer Number – reference number for a processed budget transfer

## **V. Report Breaks**

People Detail - necessary to bring the demographic information from HRSA providing details about an employee, position, and/or pool.

HR Account Code - summarizes by true HR department.

Salary, Fringe Detail, OOE – summarizes by appropriation level budget categories.

Budget Transfer Number - prints transfer number and transfer amount; provides link by transfer number to view all entries associated with this transfer number.

Position Nbr/Pool ID/OOE Cd - summarizes by each position number, HR pool ID, and cost center along with OOE code.

Pay Group & Empl Class - summarizes by pay group & employee class (combination field).

Fund - summarizes by fund.

Appropriation Dept & Descr - summarizes by funding department appropriation and prints appropriation department label.

Cost Center & Descr - summarizes by funding department and prints department label

Budget/HR Dept ID & Descr - summarizes by budget or HR department and prints dept ID label.

3-digit Funding ARSP - summarizes by funding department 3-digit ARSP.

5-digit Funding ARSP - summarizes by funding department 5-digit ARSP.

Budget Period Detail - prints budgeted period and its budgeted salary and fringes. FTE appear on the SUM period lines.

## VI. Navigating Through UBUD

**The University of Kansas**  
**Budget Management and Fiscal Services**  
**University Budget System (UBUD)**

**Navigating Through the System**

BMFS \* 345 Strong Hall \* (785) 864-3136 \* email [budgetoffice@ku.edu](mailto:budgetoffice@ku.edu)

### Navigation to the UBUD system is as follows:

1. Log onto <http://demis.ku.edu/> and type in your DEMIS User Name and Password.
2. Select "Financials" on the DEMIS home page.
3. Select "UBUD Department Financials" under your list of Financial Report Links.



## UBUD Web Query System University of Kansas - Lawrence Campus

Below are UBUD fiscal years that are available on DEMIS.

- [UBUD FY2005](#)
  - [UBUD FY2004](#)
  - [UBUD FY2003](#)
4. Select a fiscal year from those above.
  5. This will bring up the report request parameters page shown on the next page.



**Report Request Parameters...**

Fiscal Year: 2005  
 By Funding...

Select Area of Responsibility:    
Click for related Approp & Cost Ctrs

OR Enter Appropriation:

OR Enter Cost Center:

OR Enter Scenario or Project Ref #:

---

Enter Fund code (blank = all):

---

Select Amount Type:  SALARY FRINGE OOE

Select Budget Level Indicator:  POOLS OOE POSITION

Select Employee Class:  Academic Classified Faculty

Select Pay Group:  CUN CUX LFC

---

Enter HR/Budget Department/s:

Enter Pool ID/s:

Select OOE Code:

---

Enter EMPLID/s:

Enter Position Number/s:

Enter Transfer Number/s:

---

\*\*\*\* RANGE FILTER NOT AVAILABLE IF BUDGET PERIOD IS SELECTED AS A REPORT BREAK

No Range filter  True Difference

Select up to four report breaks:	Output Options:
Report Break #1: <input type="text" value="People Detail"/>	<input checked="" type="radio"/> HTML <input type="radio"/> Excel <input type="radio"/> Download Data <input type="radio"/> RTF (Word) <input type="radio"/> PDF <input type="radio"/> Portrait <input checked="" type="radio"/> Landscape <small>Orientation relevant to RTF &amp; PDF output selections</small>
Report Break #2: <input type="text" value="HR Account Code"/>	<b>Select detail levels for non-HTML output:</b> <input type="checkbox"/> Exclude Primary report from output? <input checked="" type="radio"/> No Detail <input type="radio"/> Demographics <input type="radio"/> Pool details <input type="radio"/> Forecast details <input type="radio"/> YTD details
Report Break #3: <input type="text" value="None"/>	
Report Break #4: <input type="text" value="None"/>	

*Budget Ad Hoc Query Form*

Page last refreshed on 11/08/2004 at 07:49:33  
 Web page by *University Management Information*  
 University of Kansas  
 339 Carruth-O'Leary Hall  
 (785) 864-4412

[Click here to view or download:  
 University Budget System \(UBUD\) Training Guide  
 UBUD Training Guide Part II](#)

Questions or suggestions concerning the Budget web-based reporting system should be directed to Budget Management Fiscal Services (BMFS) ([budgetoffice@ku.edu](mailto:budgetoffice@ku.edu)).

For additional information regarding Departmental Executive Management Information System (DEMIS) and its contents contact Ryan Cherland at 864-4412 or via e-mail at [ryan-cherland@ku.edu](mailto:ryan-cherland@ku.edu).

## Break down and definitions of the Report Request Sections

This will let the user know the date and time UBUD was last refreshed:

*UBUD data warehouse last refreshed on 01/16/2004 at 07:13:43*

The user can select funding by Area of Responsibility (ARSP); if you don't know the ARSP, you can click on the right side arrow of the box to see related Approps and Cost Centers. The following three boxes are text boxes allowing the user to type in the Appropriation, Cost Center, Scenario or Project Ref number if they know the numbers that they need to see. The user may type in one or many, depending on the user's desired results. Scroll bars on the right and bottom allow the user to scroll down and over if multiple appropriations or cost centers are entered.

**Report Request Parameters...**

Fiscal Year: 2005

By Funding...

Select Area of Responsibility: ALL- Click for related Approp & Cost Ctrs

OR Enter Appropriation:

OR Enter Cost Center:

OR Enter Scenario or Project Ref #:

The Fund Code is a text box and will enable the user to type in one or many funds.

**Enter Fund code (blank = all)**

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

- |           |           |
|-----------|-----------|
| 1. All    | 3. FRINGE |
| 2. SALARY | 4. OOE    |

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   | 3. POSITION |
| 2. POOLS | 4. OOE      |

Employee Class allows the user to select one or more of the following from the drop down menu:

- |               |                 |
|---------------|-----------------|
| 1. All        | 4. Faculty      |
| 2. Academic   | 5. Students     |
| 3. Classified | 6. Unclassified |

Pay Group allows the user to select one or more of the following from the drop down menu:

- |        |        |
|--------|--------|
| 1. All | 5. SRX |
| 2. CUN | 6. STN |
| 3. CUX | 7. STX |
| 4. LFC |        |

Select Amount Type: All SALARY FRINGE OOE

Select Budget Level Indicator: All POOLS OOE POSITION

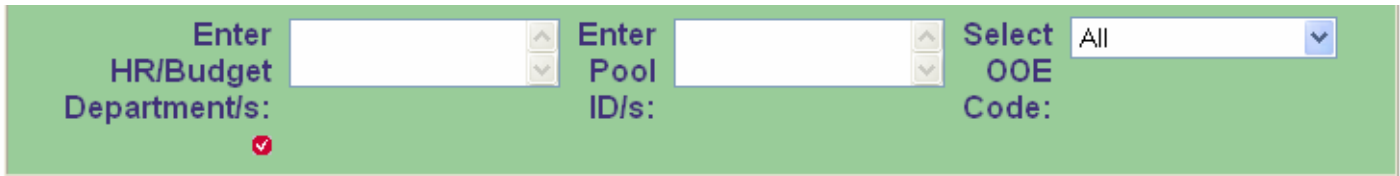
Select Employee Class: All Academic Classified Faculty

Select Pay Group: All CUN CUX LFC

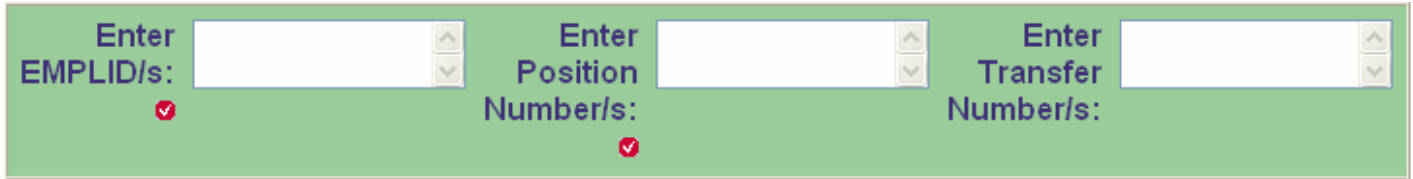
The Enter HR/Budget Department(s) is also a text box, enabling the user to type in one or more specific department number(s), depending on the user's desired results. Scroll bars on the right and bottom allow the user to scroll down and

over if multiple departments are entered. Enter Pool ID/s works the same as HR Dept in that you can type in one or more pool ids to view. The selected OOE Code should be "All" because UBUD does not break down OOE by account number. OOE in UBUD rolls to the appropriation.

**HELPFUL HINT:** If the user desires to Enter Pool ID or OOE code, then the HR/Budget Department section must be entered.



If the user desires to be more specific and choose one (or more) record(s) as opposed to an entire ARSP or Cost Center, this section allows for information to be entered on a Employee ID, Position Number, or Budget Transfer (BTF) number basis.

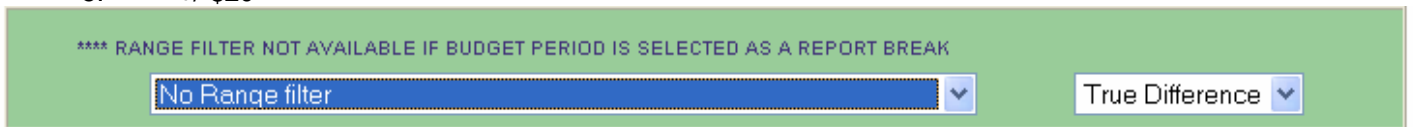


To create a report based on specific values of the forecasted budget amounts, choose one of the following or "No Range filter" to choose all amounts.

1. YTD greater than Adjusted – to learn about lines already overspent
2. YTD + Forecast greater than Adjusted – to learn about lines which are projected to overspend
3. YTD + Forecast less than Adjusted – to learn about possible shrinkage sources
4. Forecast Equal Zero – to learn about lines without appointments

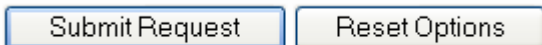
To specify the amount of difference you want the range filter to project, use the box to the right to select:

1. True Difference (default)
2. +/- \$1
3. +/- \$5
4. +/- \$10
5. +/- \$20



Output options allow the user to extract both payroll YTD and forecast information on a pay period by pay period basis.

The Submit Request button will submit your request for processing. Keep in mind, if you choose a combination of variables that are not valid, no data will be returned. The Reset Options allows the user to clear any prior selections made.



The following is an example of what your error message will look like if you choose an invalid combination of data.

**No records in report selection.**

People detail=Y, Fiscal Year= 2004, Empl ID=XX

In addition, if you select an area, which exceeds the maximum rows, you will error out.

Your request for a detailed report resulted in more than 75000 records.  
 Please refine your query to select 75000 or fewer records.  
**Click on your *back* button to return to the previous screen.**

Note: If you get this message, but still feel the selection criteria are valid, the information can be downloaded into an Excel format by following the instructions under “Output Options.”

## REPORT BREAKS

The user can select from 1 to 4 different combinations of report breaks. Report Break #1 automatically defaults to People Detail. People Detail brings in demographic details of positions, employees, and/or pool ids. Report Break #2 automatically defaults to HR Account Code. However, the user can select from any of the options on the drop down menu by clicking the arrow and selecting their choice.

**HELPFUL HINT:** Selecting two or more report breaks may cause the data on the report output to truncate. To print a hard copy, change your settings to legal size paper and print. If you would like to see the data in excel, then follow the extract file instructions.

Select up to four report breaks:	Output Options:
Report Break #1: <input type="text" value="People Detail"/>	<input checked="" type="radio"/> HTML <input type="radio"/> Excel <input type="radio"/> Download Data <input type="radio"/> RTF (Word) <input type="radio"/> PDF <input type="radio"/> Portrait <input checked="" type="radio"/> Landscape <i>Orientation relevant to RTF &amp; PDF output selections</i>
Report Break #2: <input type="text" value="HR Account Code"/>	<b>Select detail levels for non-HTML output:</b> <input type="checkbox"/> Exclude Primary report from output? <input checked="" type="radio"/> No Detail <input type="radio"/> Demographics <input type="radio"/> Pool details <input type="radio"/> Forecast details <input type="radio"/> YTD details
Report Break #3: <input type="text" value="None"/>	
Report Break #4: <input type="text" value="None"/>	

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

- People Detail
- HR Account Code
- Salary, Fringe Detail, OOE
- Budget Transfer Number
- Position Nbr/Pool ID/OOE Cd
- Pay Group & Empl Class
- Fund
- Appropriation Dept & Descr
- Cost Center & Descr
- Budget/HR Dept ID & Descr
- 3-digit Funding ARSP
- 5-digit Funding ARSP
- Budget Period Detail

## EXAMPLES OF REPORT BREAK OUTPUT

### People Detail Report Break

Choosing People Detail brings in the demographic detail on employees from HRSA. You can use this break in conjunction with other report breaks to bring in demographics as well.

### HR Account Code Report Break

Fiscal Year: 2005

Appropriation: 1520000

HR Acct Code	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
1520000-003	SALARY	1,039,759.00	24.50	0.00	0.00	1,039,759.00	24.50	397,902.77	561,677.20	641,856.23
	FRINGE		0.00		0.00		0.00	116,599.37	166,252.81	-116,599.37
	OOE	95,066.00	0.00	478.00	0.00	95,544.00	0.00	23,823.74	0.00	71,720.26
1520000-088	OOE			8,000.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00
1520000-099	SALARY			36,847.60	0.00	36,847.60	0.00	9,212.00	27,636.00	27,635.60
	FRINGE		0.00		0.00		0.00	2,345.77	6,814.37	-2,345.77
	OOE	8,737.00	0.00	3,655.00	0.00	12,392.00	0.00	3,761.33	0.00	8,630.67
1520000-700	OOE			13,812.54	0.00	13,812.54	0.00	683.40	0.00	13,129.14
1520000-709	SALARY							1,226.09	5,850.00	-1,226.09
	FRINGE		0.00		0.00		0.00	0.00	70.80	0.00
1520000-730	SALARY	48,902.00	1.00	-36,847.60	0.00	12,054.40	1.00	12,054.40	0.00	0.00
	FRINGE		0.00		0.00		0.00	2,764.26	0.00	-2,764.26
1520200-700	OOE							85.00		-85.00
1520300-700	OOE							197.00		-197.00
1520400-003	OOE							55.20		-55.20
1520500-003	OOE							326.12		-326.12
1520600-003	SALARY			14,000.00	0.00	14,000.00	0.00	6,000.00	0.00	8,000.00
	FRINGE		0.00		0.00		0.00	737.22	0.00	-737.22
1520800-003	OOE							1,735.43		-1,735.43
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

With the HR account code break you can see that this Appropriation is broken down into the different HR departments that exist within 1520000 as well as the fund associated with the department.

Salary, Fringe Detail, OOE Report Break

Salary Fringe Detail OOE	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
BASE	1,088,661.00	25.50	14,000.00	0.00	1,102,661.00	25.50	426,395.26	595,163.20	676,265.74
OASDI		0.00		0.00		0.00	24,296.89	35,613.11	-24,296.89
MEDIC		0.00		0.00		0.00	5,682.32	8,328.61	-5,682.32
RETIRE		0.00		0.00		0.00	29,686.69	41,129.61	-29,686.69
SNGL GHI		0.00		0.00		0.00	44,876.39	64,570.66	-44,876.39
DEP GHI		0.00		0.00		0.00	10,647.02	15,318.52	-10,647.02
RETR SICK LV		0.00		0.00		0.00	1,916.69	2,559.11	-1,916.69
WORK COMP		0.00		0.00		0.00	3,369.37	4,642.24	-3,369.37
UNEMPLOYMNT		0.00		0.00		0.00	1,484.85	976.12	-1,484.85
KAN-ELECT ADMIN FEE		0.00		0.00		0.00	486.40	0.00	-486.40
MISC	103,803.00	0.00	25,945.54	0.00	129,748.54	0.00	27,497.06	0.00	102,251.48
TRAVEL							2,852.16		-2,852.16
	<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,191.10</b>	<b>768,301.18</b>	<b>653,218.44</b>

Column Heading Explanations:

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 transfer totals.

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

Expenditures – this column reflects the year-to-date expenditures for OOE, Salaries, or Fringes. (Payroll information as posted to the working budget file; OOE expenditures are taken from the financial system.)

Forecasted Need – A program is run each week to forecast 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. The projection is made for each position based on information entered in the payroll system. If such information has been keyed into the HR/Payroll system, the forecast incorporates future transactions such as funding, FTE, and/or pay rate changes. For positions within a pool, a forecast is derived by multiplying the hourly rate by the standard hours for each filled position – and then the individual forecasts are summed to create the pool's forecast. Because actual hours worked are likely to differ from the standard hours, the forecast for hourly pools may not be as reliable as the forecast for exempt (e.g. Faculty, GTA, or GRA) pools.

Available Balance – Available balance is derived from the adjusted amount minus actual expenditures. (Note: Forecast expenditures are not included in the calculation of Available Balance.)

## Budget Transfer Number Report Break

### Operating Budget Report

Fiscal Year: 2005

Appropriation: 1520000

Transfer Number	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
	SALARY	1,088,661.00	25.50			1,088,661.00	25.50	426,395.26	595,163.20	662,265.74
	FRINGE		0.00		0.00			122,446.62	173,137.98	-122,446.62
	OOE	103,803.00	0.00			103,803.00	0.00	30,349.22	0.00	73,453.78
<a href="#">B0005</a>	SALARY			0.00	0.00	0.00	0.00			0.00
<a href="#">B0147</a>	SALARY			14,000.00	0.00	14,000.00	0.00			14,000.00
	OOE			-14,000.00	0.00	-14,000.00	0.00			-14,000.00
<a href="#">B0175</a>	OOE			8,000.00	0.00	8,000.00	0.00			8,000.00
<a href="#">B0176</a>	OOE			3,655.00	0.00	3,655.00	0.00			3,655.00
<a href="#">B0203</a>	SALARY			0.00	0.00	0.00	0.00			0.00
<a href="#">B0215</a>	OOE			14,478.00	0.00	14,478.00	0.00			14,478.00
<a href="#">FY04CFWD</a>	OOE			13,812.54	0.00	13,812.54	0.00			13,812.54
<a href="#">OOE1519000</a>	OOE			0.00	0.00	0.00	0.00			0.00
<a href="#">OOE1520000</a>	OOE			0.00	0.00	0.00	0.00			0.00
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,191.10</b>	<b>768,301.18</b>	<b>653,218.44</b>

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.

Position Nbr/Pool ID/OOE Cd

Operating Budget Report

Fiscal Year: 2005

Appropriation: 1520000

Position Pool OOE	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
00000246	SALARY	52,584.00	1.00			52,584.00	1.00	22,824.00	29,760.00	29,760.00
	FRINGE		0.00		0.00		0.00	6,111.21	8,421.82	-6,111.21
00000247	SALARY	26,802.00	1.00			26,802.00	1.00	11,048.90	15,784.00	15,753.10
	FRINGE		0.00		0.00		0.00	3,616.04	5,096.07	-3,616.04
00000248	SALARY	39,424.00	1.00			39,424.00	1.00	16,632.86	22,791.30	22,791.14
	FRINGE		0.00		0.00		0.00	5,049.54	6,939.32	-5,049.54
00000249	SALARY	41,952.00	1.00			41,952.00	1.00	17,512.00	24,440.00	24,440.00
	FRINGE		0.00		0.00		0.00	5,419.85	7,650.42	-5,419.85
00000250	SALARY	31,829.00	1.00			31,829.00	1.00	13,996.83	17,832.00	17,832.17
	FRINGE		0.00		0.00		0.00	4,897.32	6,692.17	-4,897.32
00000251	SALARY	36,515.00	1.00			36,515.00	1.00	15,213.25	21,388.00	21,301.75
	FRINGE		0.00		0.00		0.00	5,046.35	7,207.82	-5,046.35
00000252	SALARY	12,927.00	0.50			12,927.00	0.50	5,279.03	7,678.00	7,678.97
00000290	SALARY	26,042.00	1.00			26,042.00	1.00	10,012.87	15,024.00	16,029.13
	FRINGE		0.00		0.00		0.00	4,217.60	6,285.07	-4,217.60
00000295	SALARY	45,405.00	1.00			45,405.00	1.00	19,251.03	26,307.75	26,153.97
	FRINGE		0.00		0.00		0.00	5,470.40	7,576.97	-5,470.40
00064735	SALARY	20,426.00	1.00			20,426.00	1.00	8,646.53	11,784.00	11,779.47
	FRINGE		0.00		0.00		0.00	4,110.98	5,815.42	-4,110.98
00064736	SALARY	32,806.00	1.00			32,806.00	1.00	14,110.40	18,696.00	18,695.60
	FRINGE		0.00		0.00		0.00	4,066.60	5,518.37	-4,066.60
00064744	SALARY	63,895.00	1.00	-10,400.00	0.00	53,495.00	1.00	0.00	0.00	53,495.00
00071641	SALARY	41,276.00	1.00			41,276.00	1.00	12,718.17	24,807.75	28,557.83
	FRINGE		0.00		0.00		0.00	4,053.52	7,305.02	-4,053.52
00200596	SALARY	59,259.00	1.00			59,259.00	1.00	24,932.14	34,326.90	34,326.86
	FRINGE		0.00		0.00		0.00	6,554.63	9,030.77	-6,554.63
01110004	SALARY	40,763.00	1.00			40,763.00	1.00	17,109.44	23,653.80	23,653.56
	FRINGE		0.00		0.00		0.00	5,971.55	8,395.12	-5,971.55
1520000-MISC	OOE	103,803.00	0.00	25,945.54	0.00	129,748.54	0.00	27,497.06	0.00	102,251.48
1520000-S01	SALARY	18,198.00	0.00			18,198.00	0.00	4,945.81	12,960.00	13,252.19
	FRINGE		0.00		0.00		0.00	110.84	156.75	-110.84
1520000-TRAVEL	OOE							3,170.16		-3,170.16
1520000-UD1	SALARY			14,000.00	0.00	14,000.00	0.00	6,000.00	0.00	8,000.00
	FRINGE		0.00		0.00		0.00	737.22	0.00	-737.22
1520000-W30	SALARY							1,634.80	7,800.00	-1,634.80
	FRINGE		0.00		0.00		0.00	19.96	94.50	-19.96
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

This lists the position numbers, pool IDs and OOE categories. If you choose People Detail with this, you can click on the position number for details.

## Pay Group & Empl Class Report Break

### Operating Budget Report

Fiscal Year: 2005

Appropriation: 1520000

Pay Grp - Empl Class Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Adjusted Expenditures	Forecasted Need	Available Balance
- OOE	95,066.00	0.00			95,066.00	0.00			95,066.00
CUN-C SALARY	431,006.00	13.50	14,000.00	0.00	445,006.00	13.50	186,494.09	249,514.00	258,511.91
FRINGE		0.00		0.00		0.00	58,342.23	82,797.23	-58,342.23
CUN-U SALARY	39,424.00	1.00			39,424.00	1.00	16,632.86	22,791.30	22,791.14
FRINGE		0.00		0.00		0.00	5,049.54	6,939.32	-5,049.54
CUX-C SALARY	101,486.00	2.00	0.00	0.00	101,486.00	2.00	44,090.40	57,396.00	57,395.60
FRINGE		0.00		0.00		0.00	11,221.24	15,236.19	-11,221.24
CUX-U SALARY	498,547.00	9.00	0.00	0.00	498,547.00	9.00	172,597.30	244,701.90	325,949.70
FRINGE		0.00		0.00		0.00	47,702.81	67,913.99	-47,702.81
OOE- OOE	8,737.00	0.00	25,945.54	0.00	34,682.54	0.00	30,667.22	0.00	4,015.32
STN-S SALARY	18,198.00	0.00			18,198.00	0.00	6,580.61	20,760.00	11,617.39
FRINGE		0.00		0.00		0.00	130.80	251.25	-130.80
	<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

This report break lists the Pay Groups under a particular appropriation.

## Fund Report Break

### Operating Budget Report

Fiscal Year: 2005

Appropriation: 1525000

Fund Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Adjusted Expenditures	Forecasted Need	Available Balance
003 SALARY	251,988.00	4.00			251,988.00	4.00	100,526.94	134,081.85	151,461.06
FRINGE	1,150,115.00	0.00		0.00	1,150,115.00	0.00	20,420.08	66,614.39	1,129,694.92
OOE	45,879.00	0.00	81,572.00	0.00	127,451.00	0.00	45,273.23	0.00	82,177.77
099 SALARY			2,558.42	0.00	2,558.42	0.00	186,543.26	273,844.59	-183,984.84
FRINGE		0.00		0.00		0.00	52,338.22	78,345.55	-52,338.22
OOE	10,534.00	0.00	450,519.00	0.00	461,053.00	0.00	553,932.32	0.00	-92,879.32
700 OOE			346,539.32	0.00	346,539.32	0.00	284,363.71	0.00	62,175.61
730 SALARY							0.00	0.00	0.00
FRINGE	42,208.00	0.00		0.00	42,208.00	0.00			42,208.00
OOE	31,000.00	0.00	0.00	0.00	31,000.00	0.00	0.00	0.00	31,000.00
	<b>1,531,724.00</b>	<b>4.00</b>	<b>881,188.74</b>	<b>0.00</b>	<b>2,412,912.74</b>	<b>4.00</b>	<b>1,243,397.76</b>	<b>552,886.38</b>	<b>1,169,514.98</b>

The fund report break will give you a listing of all funds associated with the appropriation.

## Appropriation Dept & Descr Report Break

### Operating Budget Report

Fiscal Year: 2005

Appropriation: 1520000

Appropriation Dept & Descr	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
1520000-Human Resources & Equal Opp	SALARY	1,088,661.00	25.50	14,000.00	0.00	1,102,661.00	25.50	426,395.26	595,163.20	676,265.74
	FRINGE		0.00		0.00		0.00	122,446.62	173,137.98	-122,446.62
	OOE	103,803.00	0.00	25,945.54	0.00	129,748.54	0.00	30,667.22	0.00	99,081.32
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

This report break lists salary, fringe, and OOE details by appropriation.

## Cost Center & Descr Report Break

### Operating Budget Report

Fiscal Year: 2005

Appropriation: 1520000

Cost Center & Descr	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
1520000-Human Resources & Equal Opp	SALARY	1,088,661.00	25.50	0.00	0.00	1,088,661.00	25.50	420,395.26	595,163.20	668,265.74
	FRINGE		0.00		0.00		0.00	121,709.40	173,137.98	-121,709.40
	OOE	103,803.00	0.00	25,945.54	0.00	129,748.54	0.00	28,268.47	0.00	101,480.07
1520200-HR - Drug Screens	OOE							85.00		-85.00
1520300-HR - Professional Development	OOE							197.00		-197.00
1520400-HR - Recognition	OOE							55.20		-55.20
1520500-HR - Staff Training	OOE							326.12		-326.12
1520600-HR - Employee of the Month/Yr	SALARY			14,000.00	0.00	14,000.00	0.00	6,000.00	0.00	8,000.00
	FRINGE		0.00		0.00		0.00	737.22	0.00	-737.22
1520800-HR - Equal Opportunity	OOE							1,735.43		-1,735.43
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

This report break lists all cost centers in the appropriation requested.

Budget/HR Dept ID & Descr Report Break

Operating Budget Report  
 Fiscal Year: 2005  
 Appropriation: 1520000

HR/BD DeptID Descr	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
1520000-Human Resources & Equal Opp	SALARY	1,088,661.00	25.50	14,000.00	0.00	1,102,661.00	25.50	426,395.26	595,163.20	676,265.74
	FRINGE		0.00		0.00		0.00	122,446.62	173,137.98	-122,446.62
	OOE	103,803.00	0.00	25,945.54	0.00	129,748.54	0.00	30,667.22	0.00	99,081.32
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

This report break lists salary, fringe, and OOE details by HR department.

3-Digit Funding ARSP Report Break

Funding ARSP	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
11700	SALARY	1,088,661.00	25.50	14,000.00	0.00	1,102,661.00	25.50	426,395.26	595,163.20	676,265.74
	FRINGE		0.00		0.00		0.00	122,446.62	173,137.98	-122,446.62
	OOE	103,803.00	0.00	25,945.54	0.00	129,748.54	0.00	30,667.22	0.00	99,081.32
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

This report break lists salary, fringe, and OOE details by 3-digit ARSP.

5-Digit Funding ARSP Report Break

Operating Budget Report  
 Fiscal Year: 2005  
 Appropriation: 1520000

Funding ARSP	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
11750	SALARY	1,088,661.00	25.50	14,000.00	0.00	1,102,661.00	25.50	426,395.26	595,163.20	676,265.74
	FRINGE		0.00		0.00		0.00	122,446.62	173,137.98	-122,446.62
	OOE	103,803.00	0.00	25,945.54	0.00	129,748.54	0.00	30,667.22	0.00	99,081.32
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

This report break lists salary, fringe, and OOE details by 5-digit ARSP.

## Budget Period Detail Report Break

Budget Period	Pay Type	Budget Amount	Budget FTE	Transfer Amount	Transfer FTE	Adjusted Amount	Adjusted FTE	Expenditures	Forecasted Need	Available Balance
AN1	SALARY	39,783.00	0.00			39,783.00	0.00			39,783.00
AN2	SALARY	498,188.00	0.00			498,188.00	0.00			498,188.00
ANN	SALARY	18,198.00	0.00			18,198.00	0.00			18,198.00
	OOE	103,803.00	0.00			103,803.00	0.00			103,803.00
CL1	SALARY	523,172.00	0.00			523,172.00	0.00			523,172.00
LNG	SALARY	9,320.00	0.00			9,320.00	0.00			9,320.00
SUM	SALARY	0.00	25.50	14,000.00	0.00	14,000.00	25.50	426,395.26	595,163.20	-412,395.26
	FRINGE		0.00		0.00		0.00	122,446.62	173,137.98	-122,446.62
	OOE			25,945.54	0.00	25,945.54	0.00	30,667.22	0.00	-4,721.68
		<b>1,192,464.00</b>	<b>25.50</b>	<b>39,945.54</b>	<b>0.00</b>	<b>1,232,409.54</b>	<b>25.50</b>	<b>579,509.10</b>	<b>768,301.18</b>	<b>652,900.44</b>

When you ask for budget period detail, you get the above listing of all the budget periods in the budget system.

### Budget Period Variables:

ANN – Annual Pay

AN1 – Annual First Period

AN2 Annual Second Period

CL1 – Classified Pay 1

CL2 – Classified Pay 2

CL3 – Classified Pay 3

FAC – Faculty 272 days

FC1 – Faculty Fall Period

FC2 – Faculty Spring Period

LNG – Logevity Bonus

PO1 – Appt after Academic year ends

PO2 – Appt after Academic year ends

PO3 – Appt after Academic year ends

POX – Appt after Academic year ends

PR1 – Appt prior to Academic year

PR2 – Appt prior to Academic year

PR3 – Appt prior to Academic year

PRX – Appt prior to Academic year

SUM – Summary totals to calc fringes

Output Options: On the bottom right hand side of the UBUD page are the output options.

HTML – Choosing HTML will run the report to your screen on your desktop. From there you can look or print the information.

Excel – This is a canned report template. If you use this option, you will not be able to manipulate the data that you download. If you have a situation where you know what you want and are happy with the look of the report template, use this option.

Download Data – This option also runs the raw data to Excel where you can manipulate the data, filter, use pivot tables, delete, or add data.

RTF (Word) – This sends the data to a Word document.

PDF – This option is used when a PDF format is required.

You can choose Portrait or Landscape from here whatever you need for the size and layout of your data.

Select detail levels for non-HTML output: No Detail renders no detail. You would choose demographics if you want employee or pool information from HRSA. Pool details if you want only pool details, forecast details if you want to download information on how the forecast expenditures were derived. YTD details for YTD salary information.

When you have your UBUD information sheet filled out you can Submit Request or Reset Options.

