BUDGET PREP REPORTS

Reports are available to help you reconcile and display Budget Prep data specific to parameters you choose. These reports are located in following location in Cognos: Budget > Budget Prep

• RPT_BUDEV_001 – Departmental List of Banner FOPs
  o This report will display a department/organization’s FOPs in Budget Development and/or Salary Planner
  o This report should not be used as a list of FOPs which need to be budgeted in Budget Development

• RPT_BUDEV_002 – Budget Development Detail Report
  o This report will display all information provided in Budget Development for the parameters you choose
  o Will include your adopted, base, and proposed budgets and all budget pools

• RPT_BUDEV_003 – Funds Out of Balance
  o This report will display all funds where income and expense do not balance in Budget Development
  o Useful for local/auxiliary funds only

• RPT_BUDEV_004 – FUND Balance Usage Report
  o This report will display all FOPs which have budgeted from fund balance (code 5Z8) in Budget Development.
  o Will also display comments which were added to justify the use of fund balance.

• RPT_BUDEV_006 – Variance Report
  o This report shows a variance in budget amounts using FY10 (annualized) and/or FY09 (final) expenditure amounts as comparisons.
  o A variance is given for all budget pools within a FOP.

• RPT_SPLAN_002 – Salary Planner Totals by FOAP
  o This report shows a total amount for all positions in Salary Planner for your 6A1 (faculty), 6A2 (staff), and 6A4 (student) budget pools.
  o These amounts are automatically input in Budget Development for FY2011

• RPT_SPLAN_003 – Fringe Benefits Estimate
  o This report displays estimates of the amounts to be budgeted for fringe benefits for all employees in Salary Planner. (Local/Auxiliary FOPs only)
  o Can be ran in “detailed” or “summary” versions, depending on whether individual employee information is needed.

• RPT_SPLAN_004 – Longevity Estimate
  o This report displays estimates of the amounts to be budgeted for longevity for all employees in Salary Planner.

• RPT_SPLAN_010 – Salary Increase by FOAP
  o This report displays any salary increases which were given to employees in Salary Planner by FOP.
  o No increases should be given for FY2011 – all increases must be processed via ePAF.

• RPT_SPLAN_020 – Position List by Orgn
  o This report gives you the ability to view all positions in a specific Orgn.
• RPT_SPLAN_021 – Search by Position Number
  o This report gives you the ability to search for a position number, and display the position Orgn, position title, single/pooled, and any incumbents to the position.

• RPT_SPLAN_022 – Position Roster by FOAP (w/ Pooled Job Details)
  o This report displays all positions, employees, and their positions budgets amounts for a specified FOP.
  o This version of the report also includes the incumbent employee salaries for employees in pooled positions (along with the proposed position budget).

• RPT_SPLAN_023 – Position Roster by FOAP (w/ Pooled Job Details)
  o This report displays all positions, employees, and their positions budgets amounts for a specified FOP.