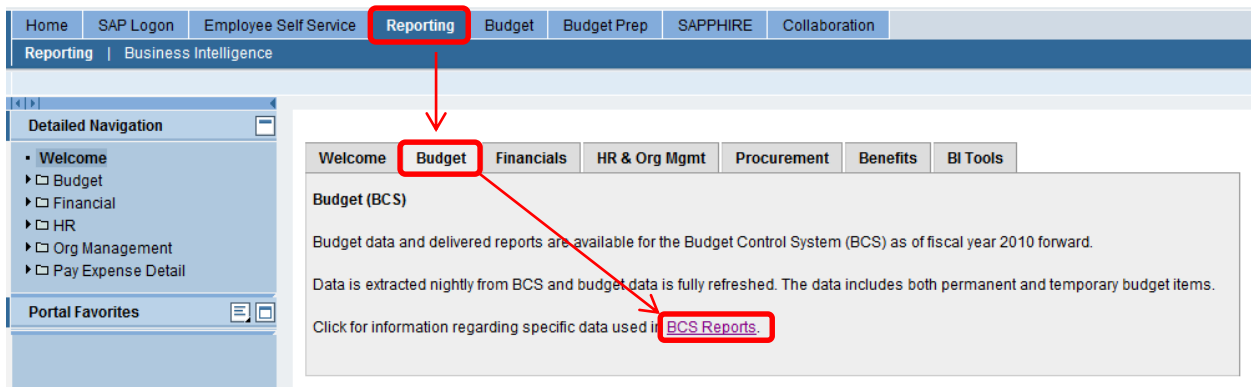
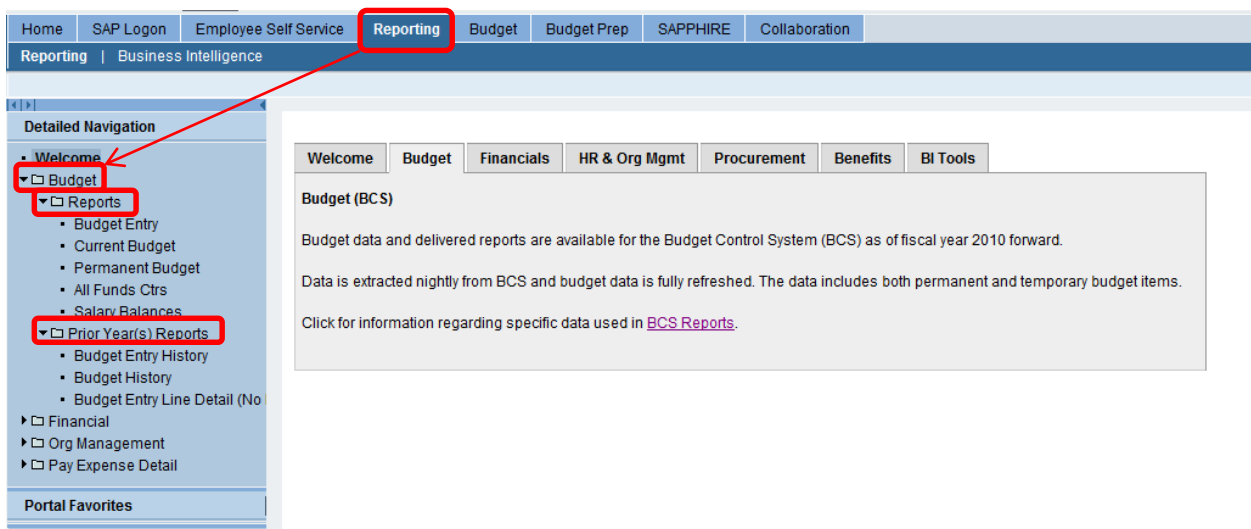


Accessing Budget Reports

Budget reports are available under the **Reporting** tab in Firefly, grouped with the portal reports of other functional areas. Documentation on budget reports, including required search criteria and information returned by each report, is available in the **Reporting** portal. To view or print this PDF documentation from the **Reporting** tab select **Budget** and **BCS Reports**. Reviewing this documentation is recommended before running reports.



The budget reports are located along the left margin of the **Reporting** tab. They are split between **Reports** (current year) and **Prior Year(s) Reports**. To expand the report list, click on Budget, then Reports and Prior Year(s) Reports.



Search Criteria

Search criteria for each report are entered via the **Variable Entry** screen. This screen appears after a report is selected. Required fields are marked with an asterisk and are conveniently located at the top of each entry screen. The example below is the **Variable Entry** screen for the **Budget Entry** report.

Search Criteria Tips

There are several **Variable Entry** search tools that make it easier to retrieve useful data.

- Wild Card: Using an asterisk, *, at the end of a partial number will open up a search to include all records containing a sequence of characters.
 - In the example below, using the asterisk at the end of Funds Centers beginning with “2105” will return all state aided (21) College of Arts & Sciences (subprogram 05) cost centers.
- Range: Lowest variable in a range “space dash space” followed by highest variable in the range.
 - Example: 513000 – 514000 would return only records that have budget on 513000 (Managerial Professional) or 514000 (Office Service) salary budgets.
- Filled or Unfilled Positions: Enter !# in the Personnel Number (s) field to return all positions currently filled or ! to return only currently unfilled budget lines.

Using the search tips described above, a user would be able to access budget records that meet all of these criteria: belongs to the College of Arts & Sciences, are on state aided Managerial/Professional or Office/Service salary lines and are currently filled positions.

The screenshot shows the 'Variable Entry' screen for the 'Budget Entry' report. The navigation menu on the left includes 'Home', 'SAP Logon', 'Employee Self Service', 'Reporting', 'Budget', 'Budget Prep', 'SAPPHIRE', and 'Collaboration'. The 'Reporting' menu is expanded, showing 'Business Intelligence' and 'Budget Entry'. The 'Budget Entry' link is highlighted with a red box, and a red arrow points from it to the search criteria table.

The search criteria table is titled 'General Variables' and has the following columns: Variable, Current Selection, and Description. The table contains the following rows:

Variable	Current Selection	Description
* Version	0	0
* Funds Center(s)	2105*	
Commitment Item(s)	513000 - 514000	
Campus		
Personnel Number(s)	!#	
Position Number(s)		
Position Type		
Wage Type		
Budget Type		
Reporting Relationship		
Document Type (optional)		
Doc No		
Doc Date		
Created By		

Buttons for 'OK' and 'Check' are visible at the bottom of the screen.

Note that data returned in these reports is limited by security access. Therefore, no matter how wide the range is cast, users will only be able to view data for funds centers which they have security.

Variants and Views

Once appropriate criteria have been determined, users can save the search for future use, referred to as saving a variant. This ensures the same data is queried each time, allowing for point-in-time comparisons. Save a variant by entering criteria, clicking **Save As** and assigning a name. The variant will then be stored in the **Available Variants** dropdown.

Available Variants: CUSTODIAL O/S Save Save As... Delete Show Variable Personalization

General Variables		
Variable	Current Selection	Description
* Version	0	
* Funds Center(s)	2133070001	2133070001 Custodial
Commitment Item(s)	514000	514000 Cler/Tech/Serv Wages
Campus		

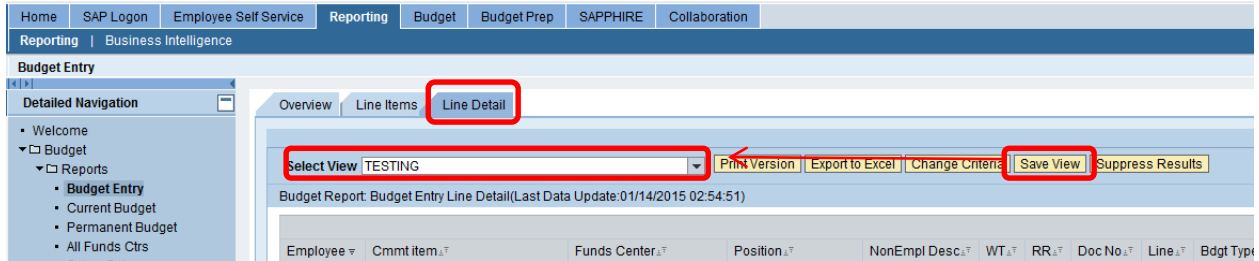
With the exception of the **Salary Balances** and **Budget Entry Line Detail (No FC)** reports, each report has one or more tabbed reports (see example below) that present data in more detail or different formats. Please see the last page of this document or the **BCS Reports** PDF mentioned on Page 1 of this document for specifics on each of the reports in the menu.

Select View: Budget Report: Budget Entry Overview (Default) Print Version Export to Excel Change Criteria Save View Suppress Results

Budget Report: Budget Entry Overview (Last Data Update: 01/14/2015 02:54:51)

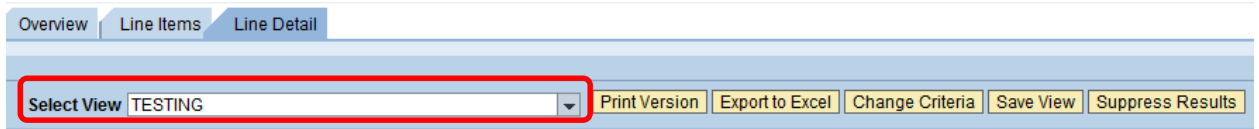
Funds Center	Rep Rel	Commitment item	Original	Current Perm	Current Bdt	
			\$	\$	\$	
2133070001	Custodial	Q4G	519100 Retirement Contrib	348,801.00	348,801.00	348,801.00
			519200 FICA Contribution	326,545.00	326,545.00	326,545.00
			519300 Health Ins Contribut	576,007.00	576,007.00	576,007.00
			519400 Life Ins Contribut	6,876.00	6,876.00	6,876.00
		Result	1,258,229.00	1,258,229.00	1,258,229.00	
	VDG	513000 Mgr/Professional Sal	749,005.00	749,005.00	749,005.00	
		514000 Cler/Tech/Serv Wages	5,092,265.00	5,023,270.00	5,023,270.00	
		516000 Student Wages	5,386.00	5,386.00	5,386.00	
		517000 Oth Sal/Wag/Pers Srv	184,834.00	184,834.00	184,834.00	
		521000 Plan Operating	427,663.00	451,030.00	451,030.00	
540000 Travel Expense	21,427.00	21,427.00	21,427.00			
Result	6,480,580.00	6,434,952.00	6,434,952.00			
#	521000 Plan Operating			-8,675.95		
Result		7,738,809.00	7,693,181.00	7,684,505.05		
Overall Result		7,738,809.00	7,693,181.00	7,684,505.05		

Individual reports can be customized using the **Save View** function. With **Save View**, users can do things like change the order of columns (drag and drop by left clicking and holding on a column, repositioning it and releasing left click) and sort data (right click on arrows in column headings). Other report modifications are available by right clicking on a column heading. Once past the **Variable Entry** screen, modify the report as desired and click **Save View** and assign a name. The report format will then be saved and named for future use.



Note that while **Save Variant** is utilized on the front end during criteria selection, **Save View** is a tool to reorganize the data once it has been returned. So in the example above, the view “TESTING” would be applied only to the **Line Detail Report** while **Overview** and **Line Items** would not be affected. A variant, on the other hand, would affect the data returned in all three.

Accessing saved views requires the user to exit the report and reenter before the view is available in the **Select View** dropdown list.



Selecting Appropriate Reports

Between **Reports** and **Prior Year(s) Reports** there are 23 different budget reports available. Please see the lists below, featuring frequently used reports and a full report roster, for more information on individual reports. Please keep in mind that an overnight process is required to update budget reports. **Any budget entries made will not be reflected in reports until the next business day.**

Frequently Used Reports

<u>Report</u>	<u>Report Tab</u>	<u>Tab #</u>	<u>Data Displayed/Provided</u>	<u>Uses</u>
Budget Entry	Overview	1	Displays Original, Current Perm and Current Temp budget balances by Funds Center, Reporting Relationship and Commitment Item.	High level review of Perm and Temp balances.
Current Budget	Current Year Budget	2	Returns Hours, Hourly Rate, FTE and Amount for all activity whether Original, Perm, or Temp by document number.	Reconciling budget balances or researching entries.
Permanent Budget	Permanent Budget Summary	2	Summary level report (each line is a net of current year's perm activity) at the Funds Center, Commitment Item, Position and Personnel Number level. Also provides ESG, Wage Type and Contract Length (Term).	Validating individuals are accurate in Perm budget prior to Budget Prep season.
Salary Balances	Salary Balances	N/A	Budget vs. Actuals + Commitments at the Funds Center, Commitment Item, Position and Personnel number level.	Performing Budget vs. Actuals performance analysis.

Reporting		Information Returned
Reports	Required Search Criteria*	
	Report Tabs	
Budget Entry	Overview	Original (7/1), Current Perm and Current Budget (Temp) Total Amounts by Funds Center, Reporting Relationship, Commitment Item.
	Line Items	All Perm and Temp Budget transactions by Funds Center, Commitment Item, Position Number, Personnel Number and Wage Type with Results by position #.
	Line Detail	Adds various position attributes to information contained in Line Items report.
Current Budget (Temp)		
	Current Adjustments	All Perm and Temp Budget current fiscal year adjustments by Funds Center, Commitment Item and Position Number.
	Current Year Budget	Adds original budget to items returned in Current Adjustments report.
	Current Perm Budget	All perm current year transactions, whether original or mid-year.
	Budget Current Summary	Temp budget amounts with job information such as pay grade, title, FTE and budget.
	Budget Current Reconciliation	Current year original budget +/- current year adjustments for a current adjusted balance by Funds Center, Commitment Item and Position Number.
Permanent Budget		
	Budget Perm Reconciliation	Original Perm +/- current year Perm adjustments for a Perm adjusted budget by Funds Center, Commitment Item and Position Number.
	Permanent Budget Summary	Perm Budget, FTE, Hourly Rate and Hours by Reporting Relationship, Funds Center, Commitment Item and Position Number.
All Funds Centers		
	Budget Entry Line Detail	All Perm & Temp Budget transactions by Funds Center, Commitment Item, Position Number, Personnel Number and Wage Type.
	Perm Budget Summary	Perm Budget, FTE, Hourly Rate and Hours by Reporting Relationship, Funds Center, Commitment Item and Position Number.
	Salary Balances	
	Salary Balances	Check for variance in Budget vs. Actual + Commitment for individual salary lines.
Prior Year(s) Reports		
Budget Entry History		
	Overview	Fiscal year Original (7/1), Current Perm and Current Budget (Temp) by Funds Center and Commitment Item.
	Line Items	Fiscal year Perm and Temp Budget transactions by Funds Center, Commitment Item and Position Number.
	Line Detail	Adds various position attributes to information contained in Line Items report.
Budget History		
	Budget Adjustments	Perm and Temp budget transactions for fiscal year(s) selected.
	Budget Detail	FTE and Current Year budget by Funds Center, Commitment Item and Position Number.
	Perm Budget Detail	Permanent budget transactions for fiscal year(s) selected.
	Budget Summary	Perm and Temp budget transactions for fiscal year(s) selected.
	Budget Reconciliation	Original Budget +/- Current Adjustments and Current Adjusted Budget by Funds Center, Commitment Item and Position.
	Budget Perm Reconciliation	Original Perm +/- Perm adjustments to show Perm Adjusted Budget by Fiscal Year, Funds Center, Commitment Item and Position Number.
Budget Entry Line Detail (No FC)		
	Fiscal Year(s)	Returns the same information as the Line Detail report, but without entering a Funds Center

*If Version is required, use the 0 default.