Plan UW - Budget Report Inventory

Design the		Derest it		imension Set-up		
Report Name	Process	Description	Point of View/Prompt	Report Columns	Report Rov	
Sudget Reports						
Budget Summary	Budget	A high-level report of activities that displays current fiscal	POV	·Years	·Accounts	
		year's finalized budget, working budget and the variance	·Department	·Scenarios: Actual, Budget		
		between current year vs prior year budget as the budget is	·Fund	·Versions: Actual Final,		
		being adjusted by users. FTE, Revenue, Compensation and	·Program	Revised Budget, Budget		
		Non-Compensation expenses are in the rows. Accounts are	·Project	Working		
			110jeet	-		
		expandable in HTML file format.		•Periods: Month YTD, Year		
manage Dudant Damant	Dudeet		PO)/	Total	Denestaria	
xpense Budget Report	Budget	A detailed report of activities that displays current budget	POV	·Year	·Department	
		year's working budget as it is being adjusted by users.	·Department	·Version: Working	·Fund	
		Departments, funds and programs are in the rows.	·Project	·Scenario: Budget	 Program 	
				·Period: Total Year		
				·Accounts		
udget Review	Budget		POV	·Years	·Accounts	
	8	A detailed report of activities that displays current fiscal	·Department	·Scenarios: Actual, Budget		
		year's finalized budget, working budget and the variance		-		
		between current year vs prior year budget as the budget is	•Fund	·Versions: Actual Final,		
		being adjusted by users. Revenue, Compensation and Non-	·Program	Revised Budget, Budget		
		Compensation expenses are in the rows at a more granular	·Project	Working		
		level of detail. Accounts are expandable in HTML file format.		·Periods: Month YTD, Year		
		level of detail. Accounts are expandable in HTML file format.		Total		
alary Trend Review	Budget	A detailed report of activities that displays current fiscal	POV	·Years	·Accounts	
	Ũ	year's finalized budget, working budget and the variance	·Department	·Scenarios: Actual, Budget		
		between current year vs prior year budget as the budget is	·Fund	·Versions: Actual Final,		
		being adjusted by users. Salary accounts by position as well as	·Program	Revised Budget, Budget		
		FTE accounts are in the rows. In this report salary accounts	·Project	Working		
		are expandable in HTML file format.		·Periods: Month YTD, Year		
				Total		
udget Summary by Program	Budget	A high-level report of activities that displays current fiscal	POV	·Years	 Programs 	
	8	year's finalized budget, working budget and the variance		·Scenarios: Actual, Budget		
				·Versions: Actual Final,		
		between current year vs prior year budget as the budget is				
		being adjusted by users. Programs are in the rows. The report	·Project	Revised Budget, Budget		
		can be run at a high level by Expenses, Salary, Fringe and		Working		
		Major Class by selecting specific account in dropdown in		·Periods: Month YTD, Year		
		HTML file format. In PDF file format, each account is a		Total		
		separate page.				
udget Summary by Fund	Budget	A high-level report of activities that displays current budget	POV	·Year	·Accounts	
adget Summary by Fund	Dudget				Accounts	
		year's working budget as it is being adjusted by users.	·Department	·Scenario: Budget		
		Revenue, Compensation and Non-Compensation expenses are		·Period: Year Total		
		in the rows. Accounts and fund types are expandable in HMTL	·Project	 Version: Working 		
		file format.				
udget Summary by Program and	Budget	A high-level report of activities that displays current budget	POV	·Year	 Programs 	
und	Ũ	year's working budget as it is being adjusted by users.	·Department	·Scenario: Budget	U	
		Programs are in the rows. The report can be run at a high level		·Version: Working		
			rioject	0		
		by Expenses, Salary, Fringe and Major Class by selecting a		·Period: Year Total		
		specific account in dropdown in HTML file format. In PDF file				
		format, each account is a separate page. The fund types are				
		expandable in HTML file format.				
Budget vs Actual	Budget		POV	·Years	·Accounts	
	Ŭ,	A detailed report of activities that displays the variance	·Department	·Scenarios: Actual, Budget		
		between prior fiscal year's YTD actuals vs current fiscal year's	·Fund	·Versions: Actual Final,		
		YTD actuals and current fiscal year's revised budget vs current				
		fiscal year's YTD actuals. Revenue, Compensation and Non-	·Program	Revised Budget		
		Compensation expenses are in the rows at a more granular	·Project	•Periods: Month YTD, Year		
		level of detail. In this report accounts are expandable.		Total		
udget Summary Report - Select	Budget	A high-level report of activities that displays current fiscal	Prompt	·Years	·Accounts	
1ultiple Members (New for FY23)		year's finalized budget, working budget and the variance	·Department	·Scenarios: Actual, Budget		
		between current year vs prior year budget as the budget is	·Fund	·Versions: Actual Final,		
		, , , , , ,		Revised Budget, Budget		
		being adjusted by users. FTE, Revenue, Compensation and	·Program			
		Non-Compensation expenses are in the rows. Accounts are	POV	Working		
		expandable in HTML file format. Users can specify	·Project	·Periods: Month YTD, Year		
		departments, funds and programs that appear on the report		Total		
	1	by selecting them in the prompt.		1	1	

Plan UW - Budget Report Inventory

econciliation Report	Budget	A minimally formatted report showing bottom level members	POV	·Year	 Department
		for Department, Fund, Program, Project and Account for	·Account	·Version: Working	·Fund
		parameters selected in POV.	·Year	·Scenario: Budget	 Program
			·Department	·Period: Total Year	·Project
			·Fund		·Account
Reconciliation Report w/ FTE	Budget	A minimally formatted report showing bottom level members	POV	·Year	·Department
		for Department, Fund, Program, Project and Account	·Year	 Version: Working 	∙Fund
		(including FTE) for parameters selected in POV.	·Department	 Scenario: Budget 	 Program
			·Fund	·Period: Total Year	 Project
					·Account
evenue and Expense Budget by	Budget	A high-level report with accounts displayed by Major Class for	POV	·Year	 Department
epartment - Summary Report		each Sub-Department for selected Year, Version, Department,	·Year	 Scenario: Budget 	
		Fund, Program and Project.	·Version	·Version: Working or Final	
			·Department*	·Period: Total Year	
			·Fund*	·Accounts	
			·Program*		
			·Project*		
Revenue and Expense Budget by	Budget	A detailed report with accounts displayed by Major Class for	POV	·Year	·Department
Department Report	виадег	each Sub-Department for selected Year, Version, Department,		·Scenario: Budget	·Department
			·Year ·Version	•	
		Fund, Program and Project.		•Version: Working or Final	
			·Department*	·Period: Total Year	
			•Fund*	·Accounts	
			·Program*		
			·Project*		
evenue and Expense Budget by	Budget	A high-level report with accounts displayed by Major Class for	POV	·Year	·Department
Department, Fund & Program -		each Sub-Department, Fund and Program for selected Year,	•Year	 Scenario: Budget 	•Fund
Summary Report		Version, Department, Fund and Project.	·Version	·Version: Working or Final	 Program
			 Department* 	·Period: Total Year	
			·Fund*	·Accounts	
			·Project*		
Revenue and Expense Budget by	Budget	A detailed report with accounts displayed by Major Class for	POV	·Year	·Department
Department, Fund & Program Report		each Sub-Department, Fund and Program for selected Year,	·Year	·Scenario: Budget	·Fund
		Version, Department, Fund and Project.	·Version	·Version: Working or Final	 Program
			·Department*	·Period: Total Year	_
			·Fund*	·Accounts	
			·Project*		
xpense Budget Summary	Budget	A detailed report of activities that displays current budget	POV	·Year	·Department
caperise budget Summary		year's working budget as it is being adjusted by users.	·Year	·Period: YearTotal	·Fund
		Department, Fund, Program and Unit Name are in the rows.	·Department	·Accounts	·Program
		is eparement, i und, i regram und onic name are in the rows.			·Unit Name
					onic Manie
The Reconciliation Reports will not	work (you v	vill get an error message) if you select a bottom level member for	Fund, Department, or Accou	nt. For example, if you select F_1	L02 (fund 102) y
* The Reconciliation Reports will not will get an error message. You should			Fund, Department, or Accou	nt. For example, if you select F_1	1 LO2 (fund 1

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Budget Checkout Reports - (should be run and reviewed prior to submitting the annual budget to UW System)							
Revenue vs. Expense checkout	Budget	A high-level report that compares current year budgeted expenses and revenues by fund. This report is used by the UWSA Budget Office when reviewing budget submissions to compare revenue and expense.	POV ·Version ·Department	·Year ·Scenario: Budget ·Version: Working or Final ·Period: Total Year ·Accounts	·Department ·Fund ·Program ·Account		
Negative Salary Check	Budget	A high-level report that is use by the UWSA Budget Office when reviewing budget submissions. The report is used to review salaries by type and fund and program to assure that in total there are no instances where salaries are negative in total.	POV ·Year ·Department ·Project	·Year ·Version: Working ·Scenario: Budget ·Period: Total Year	·Department ·Fund ·Program ·Account		
Current Year Budget Summary	Budget	A high-level report with accounts displayed by Major Class for each Sub-Department for selected Year, Version, Department, Fund, Program and Project.		·Year ·Scenario: Budget ·Version: Working or Final ·Period: Total Year ·Project: Project Total	·Department ·Fund ·Program ·Account		
Revenue and Expense PY-CY Comparison	Budget	A high-level report with calculations. This is used to compare current year and prior year revenue and expense budgets by fund and fund group. Where difference column exceeds +/- \$200,000 and the % change exceeds 10%, campuses are asked to provide narrative regarding those year over year changes.	POV •Department	 Year Scenario: Budget Version: Working or Final Period: Total Year Accounts 	·Department ·Fund		