

Plan UW - Budget Report Inventory

Report Name	Process	Description	Dimension Set-up		
			Point of View/Prompt	Report Columns	Report Rows
Budget Reports					
Budget Summary	Budget	A high-level report of activities that displays current fiscal year's finalized budget, working budget and the variance between current year vs prior year budget as the budget is being adjusted by users. FTE, Revenue, Compensation and Non-Compensation expenses are in the rows. Accounts are expandable in HTML file format.	<u>POV</u> ·Department ·Fund ·Program ·Project	·Years ·Scenarios: Actual, Budget ·Versions: Actual Final, Revised Budget, Budget Working ·Periods: Month YTD, Year Total	·Accounts
Expense Budget Report	Budget	A detailed report of activities that displays current budget year's working budget as it is being adjusted by users. Departments, funds and programs are in the rows.	<u>POV</u> ·Department ·Project	·Year ·Version: Working ·Scenario: Budget ·Period: Total Year ·Accounts	·Department ·Fund ·Program
Budget Review	Budget	A detailed report of activities that displays current fiscal year's finalized budget, working budget and the variance between current year vs prior year budget as the budget is being adjusted by users. Revenue, Compensation and Non-Compensation expenses are in the rows at a more granular level of detail. Accounts are expandable in HTML file format.	<u>POV</u> ·Department ·Fund ·Program ·Project	·Years ·Scenarios: Actual, Budget ·Versions: Actual Final, Revised Budget, Budget Working ·Periods: Month YTD, Year Total	·Accounts
Salary Trend Review	Budget	A detailed report of activities that displays current fiscal year's finalized budget, working budget and the variance between current year vs prior year budget as the budget is being adjusted by users. Salary accounts by position as well as FTE accounts are in the rows. In this report salary accounts are expandable in HTML file format.	<u>POV</u> ·Department ·Fund ·Program ·Project	·Years ·Scenarios: Actual, Budget ·Versions: Actual Final, Revised Budget, Budget Working ·Periods: Month YTD, Year Total	·Accounts
Budget Summary by Program	Budget	A high-level report of activities that displays current fiscal year's finalized budget, working budget and the variance between current year vs prior year budget as the budget is being adjusted by users. Programs are in the rows. The report can be run at a high level by Expenses, Salary, Fringe and Major Class by selecting specific account in dropdown in HTML file format. In PDF file format, each account is a separate page.	<u>POV</u> ·Department ·Fund ·Project	·Years ·Scenarios: Actual, Budget ·Versions: Actual Final, Revised Budget, Budget Working ·Periods: Month YTD, Year Total	·Programs
Budget Summary by Fund	Budget	A high-level report of activities that displays current budget year's working budget as it is being adjusted by users. Revenue, Compensation and Non-Compensation expenses are in the rows. Accounts and fund types are expandable in HTML file format.	<u>POV</u> ·Department ·Fund ·Project	·Year ·Scenario: Budget ·Period: Year Total ·Version: Working	·Accounts
Budget Summary by Program and Fund	Budget	A high-level report of activities that displays current budget year's working budget as it is being adjusted by users. Programs are in the rows. The report can be run at a high level by Expenses, Salary, Fringe and Major Class by selecting a 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.	<u>POV</u> ·Department ·Project	·Year ·Scenario: Budget ·Version: Working ·Period: Year Total	·Programs
Budget vs Actual	Budget	A detailed report of activities that displays the variance between prior fiscal year's YTD actuals vs current fiscal year's YTD actuals and current fiscal year's revised budget vs current fiscal year's YTD actuals. Revenue, Compensation and Non-Compensation expenses are in the rows at a more granular level of detail. In this report accounts are expandable.	<u>POV</u> ·Department ·Fund ·Program ·Project	·Years ·Scenarios: Actual, Budget ·Versions: Actual Final, Revised Budget ·Periods: Month YTD, Year Total	·Accounts
Budget Summary Report - Select Multiple Members (New for FY23)	Budget	A high-level report of activities that displays current fiscal year's finalized budget, working budget and the variance between current year vs prior year budget as the budget is being adjusted by users. FTE, Revenue, Compensation and Non-Compensation expenses are in the rows. Accounts are expandable in HTML file format. Users can specify departments, funds and programs that appear on the report by selecting them in the prompt.	<u>Prompt</u> ·Department ·Fund ·Program <u>POV</u> ·Project	·Years ·Scenarios: Actual, Budget ·Versions: Actual Final, Revised Budget, Budget Working ·Periods: Month YTD, Year Total	·Accounts

Note: The Historical Budget Reports tile contains all of the reports listed above with the added functionality to run the reports for prior fiscal years.

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Reconciliation Reports					
Reconciliation Report	Budget	A minimally formatted report showing bottom level members for Department, Fund, Program, Project and Account for parameters selected in POV.	POV ·Account ·Year ·Department ·Fund	·Year ·Version: Working ·Scenario: Budget ·Period: Total Year	·Department ·Fund ·Program ·Project ·Account
Reconciliation Report w/ FTE	Budget	A minimally formatted report showing bottom level members for Department, Fund, Program, Project and Account (including FTE) for parameters selected in POV.	POV ·Year ·Department ·Fund	·Year ·Version: Working ·Scenario: Budget ·Period: Total Year	·Department ·Fund ·Program ·Project ·Account
Revenue and Expense Budget by Department - Summary Report	Budget	A high-level report with accounts displayed by Major Class for each Sub-Department for selected Year, Version, Department, Fund, Program and Project.	POV ·Year ·Version ·Department* ·Fund* ·Program* ·Project*	·Year ·Scenario: Budget ·Version: Working or Final ·Period: Total Year ·Accounts	·Department
Revenue and Expense Budget by Department Report	Budget	A detailed report with accounts displayed by Major Class for each Sub-Department for selected Year, Version, Department, Fund, Program and Project.	POV ·Year ·Version ·Department* ·Fund* ·Program* ·Project*	·Year ·Scenario: Budget ·Version: Working or Final ·Period: Total Year ·Accounts	·Department
Revenue and Expense Budget by Department, Fund & Program - Summary Report	Budget	A high-level report with accounts displayed by Major Class for each Sub-Department, Fund and Program for selected Year, Version, Department, Fund and Project.	POV ·Year ·Version ·Department* ·Fund* ·Project*	·Year ·Scenario: Budget ·Version: Working or Final ·Period: Total Year ·Accounts	·Department ·Fund ·Program
Revenue and Expense Budget by Department, Fund & Program Report	Budget	A detailed report with accounts displayed by Major Class for each Sub-Department, Fund and Program for selected Year, Version, Department, Fund and Project.	POV ·Year ·Version ·Department* ·Fund* ·Project*	·Year ·Scenario: Budget ·Version: Working or Final ·Period: Total Year ·Accounts	·Department ·Fund ·Program
Expense Budget Summary	Budget	A detailed report of activities that displays current budget year's working budget as it is being adjusted by users. Department, Fund, Program and Unit Name are in the rows.	POV ·Year ·Department	·Year ·Period: YearTotal ·Accounts	·Department ·Fund ·Program ·Unit Name
* The Reconciliation Reports will not work (you will get an error message) if you select a bottom level member for Fund, Department, or Account. For example, if you select F_102 (fund 102) you will get an error message. You should instead select F_GPR/Tuition or ALL_FUNDS					

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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.	<u>POV</u> ·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.	<u>POV</u> ·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.	<u>POV</u> ·Version	·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.	<u>POV</u> ·Department	·Year ·Scenario: Budget ·Version: Working or Final ·Period: Total Year ·Accounts	·Department ·Fund