

# Reports: FY 2011 Budget Process

## **Early Spring (March-April) First Proof**

**Path:** [KSU Annual Budget](#) > [Reports](#)

### **Position Listing Report** (WBUD630)

Used to view budget line/position data and may be printed at any time. Especially used for all proofs of the AB that must be turned into the University Budget Office.

### **Excel File of Pos List Rpt** (WBUD630B)

Used to view budget line/position data and may be ordered at any time. Microsoft Excel option allows data to be manipulated ... allows users to analyze the data in a spreadsheet. FY 2008 report indicates total FTE and total salary for joint positions. Report Request Parameter: Condensed Report (scaled down version of report ... limited fields display).

**Path:** [KSU Annual Budget](#) > [Reports](#) > [Balancing](#)

### **Balancing Report** (WBUD632)

This report will provide needed information to be sure that all budget changes (salary and OOE) balance to the new fiscal year allocation. The appropriate time to run this report is before or after data has been entered on-line for the new fiscal year ... but not during online entry. This report will reflect the new fiscal year changes after the data has been copied back to the database. **This report may used to balance back to the allocation form.**

During on-line entry, the above reports will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line entry area.

## **Late Spring (May-June) Second Proof – On-line Area Open**

**Path:** [KSU Annual Budget](#) > [Online Entry](#) > [Online Entry Reports](#)

### **Online Entry Position List Rpt** (WBUD630C) (Formerly Preliminary Position Listing)

This report is used while updating budget data in HRIS. This report displays information for unclassified, pooled, student, and OOE lines and reflects on-line changes ... new fiscal year changes.

### **Excel Online Position List Rpt** (WBUD630D) (Formerly File of Prel Position Listing)

The Microsoft Excel file allows users to analyze the data in a spreadsheet. This report is used while updating budget data in HRIS. This report displays information for unclassified, pooled, student, and OOE lines and reflects on-line changes ... new fiscal year changes.

*Note: The On-line Entry Position Listing and Excel Online Entry Position Listing reports are only to be used while data is being entered in the on-line entry area. Once the on-line entry has been completed, the Position Listing report (WBUD630) should be used to view changes made for the new fiscal year.*

### **Budget Unclass Salary Incr Rpt** (WPOS601)

This report provides salary information for unclassified budgeted positions/employees. This report should be run after the changes have been made in the Pay Rate Change Unclassified page for the new fiscal year. This report should be used to verify the data that was entered for individuals in the budget pages.

## **Reports: FY 2011 Budget Process**

### **Dept Report of Budget Changes** (WBUD315)

This report provides information about the changes that were entered in the budget change area for unclassified, student, and OOE budget lines. This report should be run after the changes have been made for the new fiscal year. The report provides detailed information and will also assist users to verify the data.

### **Comparison of Unc Incr Report** (WBUD329)

This report is used to compare unclassified increases to budget line and fund. The appropriate time to run this report is after pay rate changes have been entered on-line for the new fiscal year. Comparing what is currently in the annual budget with what is in Pay Rate Change Unclassified page. If this report is run before any unclassified salary changes are made, the data will only reflect what is in HRIS Job Data.

**Path:** [KSU Annual Budget](#) > [Reports](#) > [Balancing](#)

### **Budget by Cat/Fund/Dept Report** (WBUD637)

This report provides a summary of budget information by unclassified, classified, student, and OOE (category), by each fund listed on the budget, and in departmental order. This report assists users to quickly obtain summary totals for each of their departments for each budgeted category and fund. This report will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line area.

**Path:** [KSU Annual Budget](#) > [Reports](#)

### **Excel File of Budget Line Rpt** (WBUD324)

This report is used to view budget line\position data, may be run at any time and provides information from the budget line area in a spreadsheet format. Importing the report to Microsoft Excel allows data to be manipulated ... allows the user to view and sort the budget line data. This report will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line area.

### **Excel File Line Notes Rpt** (WBUD340)

This report provides a list of budget lines where a line note is present. The report displays fiscal year, budget line, type, classified/unclassified, department, date, record # and the transaction note. This report may be run after on-line changes have been made for the new fiscal year. This report will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line area.

### **University Budget Report Instructions**

<https://www.ksu.edu/hr/hris/hris-reports.html>

If you have any questions about how or when to run these reports, please contact the **University Budget Office at 532-6767.**