KSU Budget Report Summary

This first set of reports may be run at any time from the Reports Folder under KSU Annual Budget. During Online Entry in May/June, you will have to wait overnight to see your changes on these reports. The rest of the year, they should update immediately once changes are made.

Position Listing Report (WBUD630)
KSU Annual Budget > Reports
A PDF file of your Budget Position Listing.
Please do not run more than one of these reports at a time – they tend to bog the system down if too many are run at once. Depending on the size of your unit/department, they make take a while to run.

Excel File of Pos List Rpt (WBUD630B)
KSU Annual Budget > Reports
An Excel file of your Budget Position Listing.
This report is basically a data dump of all your budget data. If you don't need everything, you can click the checkbox for the "Condensed Report" to make the number of fields more manageable.

Excel File of Line Notes Rpt (WBUD340)
KSU Annual Budget > Reports
An Excel file of all your positions with line notes.

Trans Line Report from Budget (WBUD342)
KSU Annual Budget > Reports
An Excel file of all your positions with transactions notes.

Balancing Report (WBUD632)
KSU Annual Budget > Reports > Balancing
Totals by department by category. This report has a separate column for GTA information, but does NOT include benefits.

Balancing Report incl Benefits (WBUD632B)
KSU Annual Budget > Reports > Balancing
Totals by department by category. This report DOES include benefits, but does not show GTA's separately.

Special Allocation Summary Rpt (WBUD632C)
KSU Annual Budget > Reports > Balancing
Totals by department by category. There is a line for each general use special allocation, as well as restricted use SRO and INS. This report includes benefits. This report is a way to (hopefully) help you run one report to get all the totals you need to balance.

Net Funding Report (WBUD634)
KSU Annual Budget > Reports > Balancing
Totals by category by fund source. This report includes individual benefits.

Budget by Cat/Fund/Dept Report (WBUD637)
KSU Annual Budget > Reports > Balancing
Summarizes budget information by category (Unclass, USS, Student and OOE), by fund, by department.

This second set of reports should only be run while the Online Entry area is open to users in May/June. When the Online Entry area is closed, please use the reports listed above (in purple) instead. While the Online Entry area is open, these reports should immediately reflect any changes made in that area – no need to wait overnight.

Online Entry Position Listing Report (WBUD630C)
KSU Annual Budget > Online Entry > Online Entry Reports
A PDF file of your Budget Position Listing as current in the Online Entry area.
Please do not run more than one of these reports at a time – they tend to bog the system down if too many are run at once. Depending on the size of your unit/department, they make take a while to run.

Excel Online Entry Position Listing Report (WBUD630D)
KSU Annual Budget > Online Entry > Online Entry Reports
An Excel file of your Budget Position Listing.
This report is basically a data dump of all your budget data as current in the Online Entry area.

Budget Unclass Salary Increase Report (WPOS601)
KSU Annual Budget > Online Entry > Online Entry Reports
Salary information for unclassified budgeted positions/employees.
Used to verify the data entered in the Online Entry area.

OLEA Trans Line Report (WBUD343)
KSU Annual Budget > Online Entry > Online Entry Reports
An Excel file of all your positions with transactions notes from the Online Entry area.

Department Report of Budget Changes (WBUD315)
KSU Annual Budget > Online Entry > Online Entry Reports
Shows changes in the Online Entry area.

Comparison of Unclass Increase Report (WBUD329)
KSU Annual Budget > Online Entry > Online Entry Reports
Compares Online Entry area data on unclassified increases to the Budget Line/Funding area.
Note, if this report is run before any unclassified salary changes are made, the data will only reflect what is in HRIS Job Data.