

## Budget Construction Reference Guide

**Description:** The step-by-step process of constructing an organization's budget in KFS.

**Access:** Any KFS user can open a Budget Construction Selection document. Only Budget Construction approvers, however, can initiate the document.

**KFS Module:** Budget.

**Routing:**

**On This Page:** [Warning!](#) | [Import Data](#) | [Access Accounts for Budgeting](#) | [Access Positions for Budgeting](#) | [Enter Revenue](#) | [Enter Expenditures](#) | [Salary Setting](#) | [Quick Salary Setting](#) | [Salary Setting by Position](#) | [Salary Setting by Incumbent](#) | [Print Reports](#)

Read about KFS document layout, including [standard KFS document components](#), on the FMS website.

Click a screenshot below to view the full-sized image in a new tab.

### Warning!

**When constructing a budget, never close a browser window when waiting for a process to complete (especially when generating reports). Always use the buttons inside the application.**

### Import Data

The seeding data queries in IUIE provide an accurate data export for importing into the budget construction module.

### Access Accounts for Budgeting

Follow these steps to budget your organization from an account.

Open a **Budget Construction Selection** document, an Activity in the Budget module. Click **Org Pull Up** to open the **Organization Selection** page.

BC Fiscal Year: 2018

Budget Construction Document Open

My Accounts My Organization

\* CHART \* ACCOUNT SUB ACCOUNT ACTION

Refresh Load Document

Sub-Fund Group:

Current Year Org:

Rpts To:

Next Year Org:

Budget Construction Organization Salary Setting/Report/Control

Org Salary Settings Org Report/Dump Request Import Salary Import Lock Monitor Org Pull Up Org Push Down

Select the department you would like to work on from the **Select Point of View** dropdown.

BC PULL UP ORGANIZATION SELECTION

CURRENT POINT OF VIEW ORGANIZATION SELECTION

Under Organization Sub-tree, choose **Both** from the Selected dropdown. Then, click **Pull Up**. You'll see a "success" message at the top of the page.

Click **Close** to return to the **Budget Construction Selection** document. On the **Budget Construction Selection** document, click **My Organization** to open the **Organization Selection** page.

Select the department you would like to work on from the **Select Point of View** dropdown.

BUDGETED ACCOUNT LIST SEARCH ORGANIZATION SELECTION

CURRENT POINT OF VIEW ORGANIZATION SELECTION

Select Point of View:

- UA-PUR
- UA-TRMS
- UA-TREA
- UA-BUDU
- UA-CTRL
- UA-FAS
- UA-FMOP**
- UA-VPPF

Under Organization Sub-tree, click the checkbox under the **Selected** header. Additionally, under Select Operation, click **View**. A list of the currently budgeted accounts for your organization will be returned.

BUDGETED ACCOUNT LIST SEARCH ORGANIZATION SELECTION

CURRENT POINT OF VIEW ORGANIZATION SELECTION

Select Point of View: UA-FMOP

Currently Selected: UA - FMOP ( FMS ADMINISTRATION )

ORGANIZATION SUB-TREE

SELECTED	ORGANIZATION SUB-TREE	ACTION
<input checked="" type="checkbox"/>	UA - FMOP FMS ADMINISTRATION	↓

Select All Clear All

SELECT OPERATION

**View** Show Budgeted Accounts

Narrow the list of results using the search parameters on the top of the page. In the "Status" column of the Search Results, a '?' means the document has not been reviewed. An 'R' means the document has been reviewed.

Budget Construction Account Select Lookup ?

- The initial list shows all budgeted accounts, based on the organization selection.

Chart Code:  Account Number:

Sub Account:  Status:

Org Level:  Chart Code:

Org:

Search Clear Cancel

1-20 of 20

Search Results

Actions	Chart Code	Account Number	Sub Account	Status	Last Upd	Upd by	Org Level	Chart Code	Org	Bdgt. Lock Principal Name
Feed Document	111	4012140		R	06/09/2017	...	2	111	FMS ADMINISTRATION	

Load Document	UA	1912610	ACPAY	R	05/25/2017	bestell	6	IU	UNIV	
Load Document	UA	1912610	CUSTR	R	05/24/2017	bestell	6	IU	UNIV	
Load Document	UA	1912610	FICAT	R	05/30/2017	bestell	6	IU	UNIV	
Load Document	UA	1912610	FODS	R	05/25/2017	bestell	6	IU	UNIV	
Load Document	UA	1912610	OPERA	R	05/24/2017	bestell	6	IU	UNIV	
Load Document	UA	1912610	PAYRL	R	05/24/2017	bestell	6	IU	UNIV	
Load Document	UA	1912610	SYMAD	R	05/24/2017	bestell	6	IU	UNIV	
Load Document	UA	1912810	-----	R	06/08/2017	galter	7	IU	UNIV	
Load Document	UA	1912815	-----	R	05/30/2017	bestell	7	IU	UNIV	
Load Document	UA	1912820	-----	R	05/30/2017	bestell	7	IU	UNIV	
Load Document	UA	1912820	AR	R	06/08/2017	galter	7	IU	UNIV	
Load Document	UA	1912820	AUX	R	06/01/2017	galter	7	IU	UNIV	
Load Document	UA	1912820	CAP	R	06/08/2017	galter	7	IU	UNIV	
Load Document	UA	2312600	-----	R	06/08/2017	galter	6	IU	UNIV	
Load Document	UA	2312610	KUALI	R	05/26/2017	bestell	6	IU	UNIV	
Load Document	UA	2312830	-----	?	03/01/2017	kfs	7	IU	UNIV	
Load Document	UA	6012800	-----	R	05/26/2017	dbvolz	7	IU	UNIV	
Load Document	UA	6612185	-----	R	06/08/2017	galter	6	IU	UNIV	
Load Document	UA	6612800	-----	R	05/26/2017	dbvolz	7	IU	UNIV	

Export options: CSV | spreadsheet | XML

In the Search Results table, click **Load Document** to open the **Budget Construction Document** associated with a budgeted account. "Edit access granted" will appear in the top of the document.

Search Results 1-20 of 20										
Actions	Chart Code	Account Number	Sub Account	Status	Last Upd	Upd by	Org Level	Chart Code	Org	Bdgt. Lock Principal Name
<b>Load Document</b>	UA	1912610	-----	R	06/08/2017	galter	6	IU	UNIV	
Load Document	UA	1912610	ACPAY	R	05/25/2017	bestell	6	IU	UNIV	

## Access Positions for Budgeting

Follow these steps to budget your organization by position number or incumbent.

Open a **Budget Construction Selection** document, an Activity in the Budget module. Click **Org Pull Up** to open the **Organization Selection** page.

BC Fiscal Year: 2018

Budget Construction Document Open

My Accounts My Organization

\* CHART \* ACCOUNT SUB ACCOUNT ACTION

Sub-Fund Group:

Current Year Org:

Rpts To:

Next Year Org:

Budget Construction Organization Salary Setting/Report/Control

Org Salary Settings Org Report/Dump Request Import Salary Import Lock Monitor **Org Pull Up** Org Push Down

Select the department you would like to work on from the **Select Point of View** dropdown.

BC PULL UP ORGANIZATION SELECTION

CURRENT POINT OF VIEW ORGANIZATION SELECTION

Under Organization Sub-tree, choose **Both** from the Selected dropdown. Then, click **Pull Up**. You'll see a "success" message at the top of the page.

Click **Close** to return to the **Budget Construction Selection** document. On the Budget Construction Selection document, click **Org Salary Settings** to open the **Organization Selection** page.

Select the department you would like to work on from the **Select Point of View** dropdown.

BUDGET SALARY SETTING ORGANIZATION SELECTION

CURRENT POINT OF VIEW ORGANIZATION SELECTION

Select Point of View:

- UA-PUR
- UA-TRMS
- UA-TREA
- UA-BUDU
- UA-CTRL
- UA-FAS
- UA-FMOP**
- UA-VPPF

Under Organization Sub-tree, click the checkbox under the the **Selected** header. Additionally, under Select Operation, click **View** beside either **Show Position Pick List** or **Show Incumbent Pick List**. A list of either the positions or incumbents in your organization will be returned.

BUDGET SALARY SETTING ORGANIZATION SELECTION

CURRENT POINT OF VIEW ORGANIZATION SELECTION

Select Point of View: UA-FMOP

Currently Selected: UA - FMOP ( FMS ADMINISTRATION )

ORGANIZATION SUB-TREE

SELECTED	ORGANIZATION SUB-TREE	ACTION
<input checked="" type="checkbox"/>	UA - FMOP FMS ADMINISTRATION	↓

Select All Clear All

SELECT OPERATION

<b>View</b>	Show Position Pick List
<b>View</b>	Show Incumbent Pick List

Narrow the list of results using the search parameters on the top of the page. Click **Extended** to list all positions or all incumbents, including those funded outside your selected organization.

Budget Construction Position Select Lookup

Position Number:

Position Type:

Position Description:

Dept.ID Chart:

Dept.ID Org:

Salary SetId:

Plan:

Grade:

Person Name:

Search Results 1-99 of 99

Actions	Position Number	Position Type	Position Description	Department ID	Salary SetId	Plan	Grade	Person Name
<a href="#">Posn Salset</a>		SM	DIR PAYROLL CUSTOMER SER. TRAIN	UA-FMOP	IUBLA	PAE	5AD	
<a href="#">Posn Salset</a>		SB	COLLECTOR	UA-FMOP	IUBLA	SS	QG	
<a href="#">Posn Salset</a>		SB	ACCOUNTING ASSOCIATE	UA-FMOP	IUBLA	SS	QG	
<a href="#">Posn Salset</a>		SB	STU LOAN PROCESSOR	UA-FMOP	IUBLA	SS	QD	
<a href="#">Posn Salset</a>		SM	TRANSACTIONS ANALYST	UA-FMOP	IUBLA	PAE	3IT	
<a href="#">Posn Salset</a>		SM	AUXILIARY ACCTG CONSULTANT	UA-FMOP	IUBLA	PAE	3AD	
<a href="#">Posn Salset</a>		SM	MGR OF PROGRAMS & SPEC PROJ	UA-FMOP	IUBLA	PAE	3AD	
<a href="#">Posn Salset</a>		SM	DATABASE DEVELOPER/ADMINISTRAT	UA-FMOP	IUBLA	PAE	4IT	

Click **Posn Salset** (when viewing Position Pick List) or **Incmbnt Salset** (when viewing Incumbent Pick List) to open the **Salary Setting by Position** or **Salary Setting by Incumbent** document associated with a position or incumbent.

Search Results 1-99 of 99

Actions	Position Number	Position Type	Position Description	Department ID	Salary SetId	Plan	Grade	Person Name
<a href="#">Posn Salset</a>		SM	DIR PAYROLL CUSTOMER SER. TRAIN	UA-FMOP	IUBLA	PAE	5AD	
<a href="#">Posn Salset</a>		SB	COLLECTOR	UA-FMOP	IUBLA	SS	QG	

## Enter Revenue

On an account's **Budget Construction Document**, open the **Revenue** tab.

REVENUE (10,000)

Revenue

* OBJECT	SUBJECT	* BASE BUDGET	* REQUESTED	% CHANGE	ACTION
Add: <input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="button" value="ADD"/>
1500 SALE SERVICE	---	5,000	<input type="text"/>	100.00	<input type="button" value="Create Month"/> <input type="button" value="Bal Inquiry"/>
Revenue Totals		5,000	10,000	100.00	
Global Revenue Actions					
Adjust By Percent : <input type="text"/>				<input type="button" value="Apply"/>	<input type="button" value="Refresh"/> <input type="button" value="Month Spread"/> <input type="button" value="MONTH DELETE"/>

After setting the revenue, click **Save** and then **Close**.

## Enter Expenditures

On an account's **Budget Construction Document**, open the **Expenditures** tab.

EXPENDITURE (10,000)

Expenditure

* OBJECT	SUBJECT	* BASE BUDGET	* REQUESTED	% CHANGE	ACTION
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="button" value="ADD"/>
2405 EXMPT RESERV	---	0	<input type="text"/>		<input type="button" value="Create Month"/> <input type="button" value="Bal Inquiry"/> <input type="button" value="Show Benefits"/> <input type="button" value="DELETE"/>
3500 STUDENT	---	0	<input type="text"/>		<input type="button" value="Create Month"/> <input type="button" value="Bal Inquiry"/> <input type="button" value="Show Benefits"/> <input type="button" value="DELETE"/>
4616 SFTWR PURCH	---	4,700	<input type="text"/>	-100.00	<input type="button" value="Create Month"/> <input type="button" value="Bal Inquiry"/>
5002 ADM CST ALL	---	300	<input type="text"/>	100.00	<input type="button" value="Create Month"/> <input type="button" value="Bal Inquiry"/>
5625 FRNG BEN CST	---	0	1,347		<input type="button" value="Bal Inquiry"/>
5760 FICA	---	0	459		<input type="button" value="Bal Inquiry"/>
5772 RETIRE EXMPT	---	0	890		<input type="button" value="Bal Inquiry"/>

Expenditure Totals	5,000	10,000	100.00
Global Expenditure Actions			
Adjust By Percent : <input type="text"/>		Apply	Refresh   Month Spread <b>MONTH DELETE</b> Calculate Benefits

Expenditure object codes can be either imported (with the exception of salary objects) or manually entered in the expenditure **Requested** fields. Make sure to click the **Add** button when finished.

Expenditure	Show % Adjust	Hide Detail				
* OBJECT	SUBJECT	* BASE BUDGET	* REQUESTED	% CHANGE	ACTION	
<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>		<b>ADD</b>	

When using the Global Adjust By Percent function to fill the expenditure Requested fields, zero out the salary request and click Apply to allow for salary setting.

Global Expenditure Actions
Adjust By Percent : <input type="text" value="0.00"/> <b>Apply</b>

After setting the expenditures, click **Save** and then **Close**.

## Salary Setting

- During budget construction, employee positions are used to identify a collection of work-related tasks specific to an organization. A position can be classified as filled, vacant, not funded, active, deleted, or frozen.
- During budget construction, it is possible to add, update, and delete a position's funding. Implementing a funding adjustment to a filled position is called "setting the salary" for that position.
- When setting salaries, budget dollars should equal percent and vice versa. Enter accurate data in the percent field to reflect FTE and calculate standard hours for positions with split funding sources.
- When changing a position from 12 to 10 months, a Maintain Person eDoc must be fully approved before the change is updated in the budget construction. To change the pay months, use the dropdown option in the Work Period field. Use an effective date of July 1, 20XX.
- When transferring an individual from an existing 12-month position to an existing 10-month position, use a Transfer eDoc. To prevent the employee from receiving any pay in the month of July, use an effective date of July 1, 20XX instead of August 1, 20XX.

## Quick Salary Setting

On an account's **Budget Construction Document**, open the **Expenditure** tab and click a **Salary Setting** button.

EXPENDITURE (5,208,593)						
Expenditure	Show % Adjust	Hide Detail				
* OBJECT	SUBJECT	* BASE BUDGET	* REQUESTED	% CHANGE	ACTION	
<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>		<b>ADD</b>	
2400 PROF SAL	---	2,405,215	2,736,512	13.77	Create Month	Bal Inquiry
2405 EXMPT RESERV	---	0	107,500		Create Month	Bal Inquiry
					Show Benefits	<b>Salary Setting</b>
						<b>DELETE</b>

A **Quick Salary Setting** document will open.

QUICK SALARY SETTING						
EXPENDITURE SALARY LINE						
CHART	ACCOUNT	SUBACCOUNT	OBJECT	SUBJECT	SUB FUND	ORG
UA UNIV ADMIN	1912610 FMS ADMINISTRATION	-----	2400 PROFESSIONAL SALARIES	---	GENERAL FUNDS	FMS ADMINISTRATION



Add Position   Add Incumbent

SALARY LINE DETAIL [Show % Adjust](#)

DEL	POSITION	NAME	CLS	SALARY PLAN	SALARY GRADE	WORK MONTHS	PAY MONTHS	CSF AMT	CSF FTE	*FUNDING MONTH	*REQUESTED SALARY	REQUESTED FTE	CHANGE PERCENT	ACTIONS
<input type="checkbox"/>			-	PAE	SAD	12	12	94,424	0.98000	12	115,073	0.98360	21.87	Posn Salset   Incumbent Salset Vacate <b>DELETE</b>
<input type="checkbox"/>			-	PAE	3IT	12	12	57,987	0.98500	12	61,117	0.98570	5.40	Posn Salset   Incumbent Salset Vacate <b>DELETE</b>
<input type="checkbox"/>			-	PAE	3AD	12	12	60,000	1.00000	12	61,231	1.00000	2.00	Posn Salset   Incumbent Salset Vacate <b>DELETE</b>
<input type="checkbox"/>			-	PAE	4IT	12	12	75,850	1.00000	12	90,000	1.00000	18.66	Posn Salset   Incumbent Salset Vacate <b>DELETE</b>

To apply a percentage increase to individual employee lines, click the **Show % Adjust** button.

SALARY LINE DETAIL **Show % Adjust**

DEL	POSITION	NAME	CLS	SALARY PLAN	SALARY GRADE
<input type="checkbox"/>			-	PAE	5AD
<input type="checkbox"/>			-	PAE	3IT

To apply a percentage increase to all employee lines, scroll to **Global Actions** at the bottom of the document, enter a percentage amount, and click **Apply**.

GLOBAL ACTIONS

Adjust : %

## Salary Setting by Position

### Change funding for a position

To change the funding for a position click the **Add Position** button on a **Quick Salary Setting** document.

EXPENDITURE SALARY LINE

CHART	ACCOUNT	SUBACCOUNT	OBJECT	SUBOBJECT	SUB FUND	ORG
UA	1912610	----	2400	---	GENERAL FUNDS	FMS ADMINISTRATION
UNIV ADMIN	FMS ADMINISTRATION		PROFESSIONAL SALARIES			

Add Position   Add Incumbent

The **Budget Construction Position Lookup** will open. Narrow the list of results using the search parameters on the top of the page. Click **Posn Salset** to populate the position's salary information on a **Salary Setting by Position** document.

Budget Construction Position Lookup ?

University Fiscal Year: <input type="text" value="2018"/>	Position Number: <input type="text"/>
Position Type: <input type="text"/>	Department Set Id: <input type="text"/>
Dept.ID Chart: <input type="text"/>	Dept.ID Org: <input type="text" value="FMOP"/>
Responsibility Center Code: <input type="text"/>	Position Description: <input type="text"/>

Salary Set Id:  Position Salary Plan Default:

Position Salary Grade Default:  Position Union Code:

Search Results 1-99 of 99

Actions	University Fiscal Year	Position Number	Position Type	Department Set Id	Position Department Identifier	Responsibility Center Code	Position Description	Position Regular Temporary	Salary Set Id	Position Salary Plan Default	Position Salary Grade Default	Position Union Code	Confidential Position	Position Effective Status
<a href="#">Posn Salset</a> <a href="#">Posn Salset w/sync</a>	2018		SM	IUBLA	UA-FMOP	92	MGR.COST ACCT BANK RECONCILIAT	R	IUBLA	PAE	4AD		No	A
<a href="#">Posn Salset</a> <a href="#">Posn Salset w/sync</a>	2018		SB	IUBLA	UA-FMOP	92	PROCESSING/RESEARCH SPEC.AP	R	IUBLA	SS	QG	B2	No	A
<a href="#">Posn Salset</a> <a href="#">Posn Salset w/sync</a>	2018		SM	IUBLA	UA-FMOP	92	TIMEKEEPING TRANSACTION ANALYS	R	IUBLA	PAE	2IT		No	A

Update the Position Funding fields as appropriate and click **Add**. After setting the salary, click **Save**, then **Close**.

### Budget a changed position

To budget a position that has been saved to PeopleSoft since the previous refresh, click the **Add Position** button on a **Quick Salary Setting** document.

EXPENDITURE SALARY LINE

CHART	ACCOUNT	SUBACCOUNT	OBJECT	SUBJECT	SUB FUND	ORG
UA	1912610	----	2400	---	GENERAL FUNDS	FMS ADMINISTRATION
UNIV ADMIN	FMS ADMINISTRATION		PROFESSIONAL SALARIES			

The **Budget Construction Position Lookup** will open. Enter the new position number in the **Position Number** field and click the **Get New** button. Click **Posn Salset** to populate the position's salary information on a **Salary Setting by Position** document.

Search Results 1-99 of 99

Actions	University Fiscal Year	Position Number	Position Type	Department Set Id	Position Department Identifier	Responsibility Center Code	Position Description	Position Regular Temporary	Salary Set Id	Position Salary Plan Default	Position Salary Grade Default	Position Union Code	Confidential Position	Position Effective Status
<a href="#">Posn Salset</a> <a href="#">Posn Salset w/sync</a>	2018		SM	IUBLA	UA-FMOP	92	MGR.COST ACCT BANK RECONCILIAT	R	IUBLA	PAE	4AD		No	A

Update the Position Funding fields as appropriate and click **Add**. After setting the salary, click **Save**, then **Close**.

### Salary Setting by Incumbent

To view all funding lines for an employee, or to budget for an individual employee line, click the **Incmbnt Salset** button on a **Quick Salary Setting** document. The **Salary Setting by Incumbent** document will open.

* FUNDING MONTH	* REQUESTED SALARY	REQUESTED FTE	CHANGE PERCENT	ACTIONS
12		0.08360	21.87	<input type="button" value="Open Salset"/> <input type="button" value="Incumbnt Salset"/>

12	115,073	0.78300	21.07	Posn Saset	Incmbnt Saset
				Vacate	DELETE
12	61,117	0.98570	5.40	Posn Saset	Incmbnt Saset
				Vacate	DELETE

Add a new request amount to the **Request** line in the **Incumbent Funding** tab.

UA, 1911690, ----, 2400, ---, 0000058908, 00041399 Hide

DEL	*CHART	*ACCOUNT	SUB ACCOUNT	*OBJECT	SUB OBJECT	POSITION	WORK MONTHS	PAY MONTHS	FTE	POST
<input type="checkbox"/>	UA	1911690	ON-LINE EDUCATION	2400	PROF SAL	ASSISTANT VP & DIRECTOR	12	12	1	

  

ROW OPERATION	AMOUNT	HOURLY RATE	MONTHS	PERCENT TIME	FTE	REASON SELECT	REASON AMOUNT
CSF: Adjust: % <input type="text"/> <span>Apply</span>	165,844			100.00	1.00000		
Request:	168,746	0	12	100.00	1.00000		0
Leave Request CSF: NONE <input type="text"/> No Leave	0			0.00	0.00000		
Total Intended:	0				0.00000		

DELETE

To add additional funding (split funding), complete the Add Funding section of the **Incumbent Funding** tab. Use the **Total Intended** fields when a position is split funded between two or more accounts, or funded for less than 100%. If a position is split funded, the **Total Intended** fields must be entered on all accounts budgeted. To finish, click the **Add** button.

ADD FUNDING Hide

DEL	*CHART	*ACCOUNT	SUB ACCOUNT	*OBJECT	SUB OBJECT	POSITION	WORK MONTHS	PAY MONTHS	FTE	POST
<input type="checkbox"/>										

  

ROW OPERATION	AMOUNT	HOURLY RATE	MONTHS	PERCENT TIME	FTE	REASON SELECT	REASON AMOUNT
Request:							
Leave Request CSF: NONE <input type="text"/> No Leave							
Total Intended:	0				0		

ADD

After setting the salary, click **Save** and then **Close**.

## Print Reports

To run reports at the Organization level, click the **Org Report/Dump** button on the **Budget Construction Selection** document.

BC Fiscal Year: 2018

Budget Construction Document Open

My Accounts My Organization

\*CHART  \*ACCOUNT  SUB ACCOUNT  ACTION Refresh Load Document

Sub-Fund Group:

Current Year Org:

Rnts To:

Next Year Org:

Budget Construction Organization Salary Setting/Report/Control

Org Salary Settings **Org Report/Dump** Request Import Salary Import Lock Monitor Org Pull Up Org Push Down

Next, select your point of view.

BC REPORTS ORGANIZATION SELECTION

CURRENT POINT OF VIEW ORGANIZATION SELECTION

Select Point of View:

- UA-PUR
- UA-TRMS
- UA-TREA
- UA-BUDU
- UA-CTRL
- UA-FAS
- UA-FMOP**
- UA-VPPF

Then, under **Organization Sub-tree**, click the checkbox under the **Selected** header.

ORGANIZATION SUB-TREE

SELECTED	ORGANIZATION SUB-TREE	ACTION
<input checked="" type="checkbox"/>	UA - FMOP	FMS ADMINISTRATION

Select All Clear All

Click **View** beside the report you wish to run. Always run the 2PLG report to verify that all offsets have been handled.

REPORTS AND EXPORTS

View	Account Funding Detail
View	Account Object Detail <input type="checkbox"/> (consolidated)
View	Account Summary <input type="checkbox"/> (consolidated)
View	Level Summary
<b>View</b>	<b>List 2PLG</b>
View	Monthly Object Summary <input type="checkbox"/> (consolidated)
View	Object Summary
View	Payroll Synchronization Problems

<a href="#">View</a>	Position Funding
<a href="#">View</a>	Reason Statistics
<a href="#">View</a>	Reason Summary
<a href="#">View</a>	Salary Statistics
<a href="#">View</a>	Salary Summary
<a href="#">View</a>	Sub-Fund Summary
<hr/>	
EXPORT	
<a href="#">View</a>	Budgeted Revenue/Expenditure Export
<a href="#">View</a>	Budgeted Salary Lines Export
<a href="#">View</a>	Monthly Budget Export

Additional notes:

- Reports are returned in PDF format.
- When running salary-related reports, you have the option to eliminate Reason Code from the results on the **Salary Object List Selection** document.
- Reports can also be run at the Account level from a the Budget Construction document. See screenshot below.

SYSTEM INFORMATION				
SYSTEM INFORMATION				
Fiscal Year:		2017		
Chart/Account:	<a href="#">UA</a>	<a href="#">1912610</a>		FMS ADMINISTRATION
Sub-Account:		-----		
Sub-Fund Group:		<a href="#">GENFND</a>		GENERAL FUNDS
Org:		<a href="#">FMOP</a>		FMS ADMINISTRATION
Reports-To Chart/Org:	<a href="#">UA</a>	<a href="#">FMS</a>		FINANCIAL MANAGEMENT SERVICES
NEXT YEAR INFORMATION				
Fiscal Year:		2018		
Chart/Org:	<a href="#">UA</a>	<a href="#">FMOP</a>		FMS ADMINISTRATION
Reports-To Chart/Org:	<a href="#">UA</a>	<a href="#">FMS</a>		FINANCIAL MANAGEMENT SERVICES
APPROVAL LEVEL DATA				
Current Level:		6		
Level Chart/Org:	<a href="#">IU</a>	<a href="#">UNIV</a>		UNIVERSITY LEVEL

CONTROLS

Report/Dump