



Running Manager Level Reports

Introduction:

Manager reports can be run at the summary or account detail level. The reports are formatted in the same manner as the Board of Trustees Quarterly Finance and Audit Committee and University Budget Reports. The reports contain operating funds only.

The summary reports have summary line items for revenues, expenditures and transfers.

The account detail reports provide the line item detail by account code and subtotals at the summary line items. The account detail reports allow you to see which chart of accounts codes roll into each summary line, such as faculty salaries, other current expenditures, and travel.

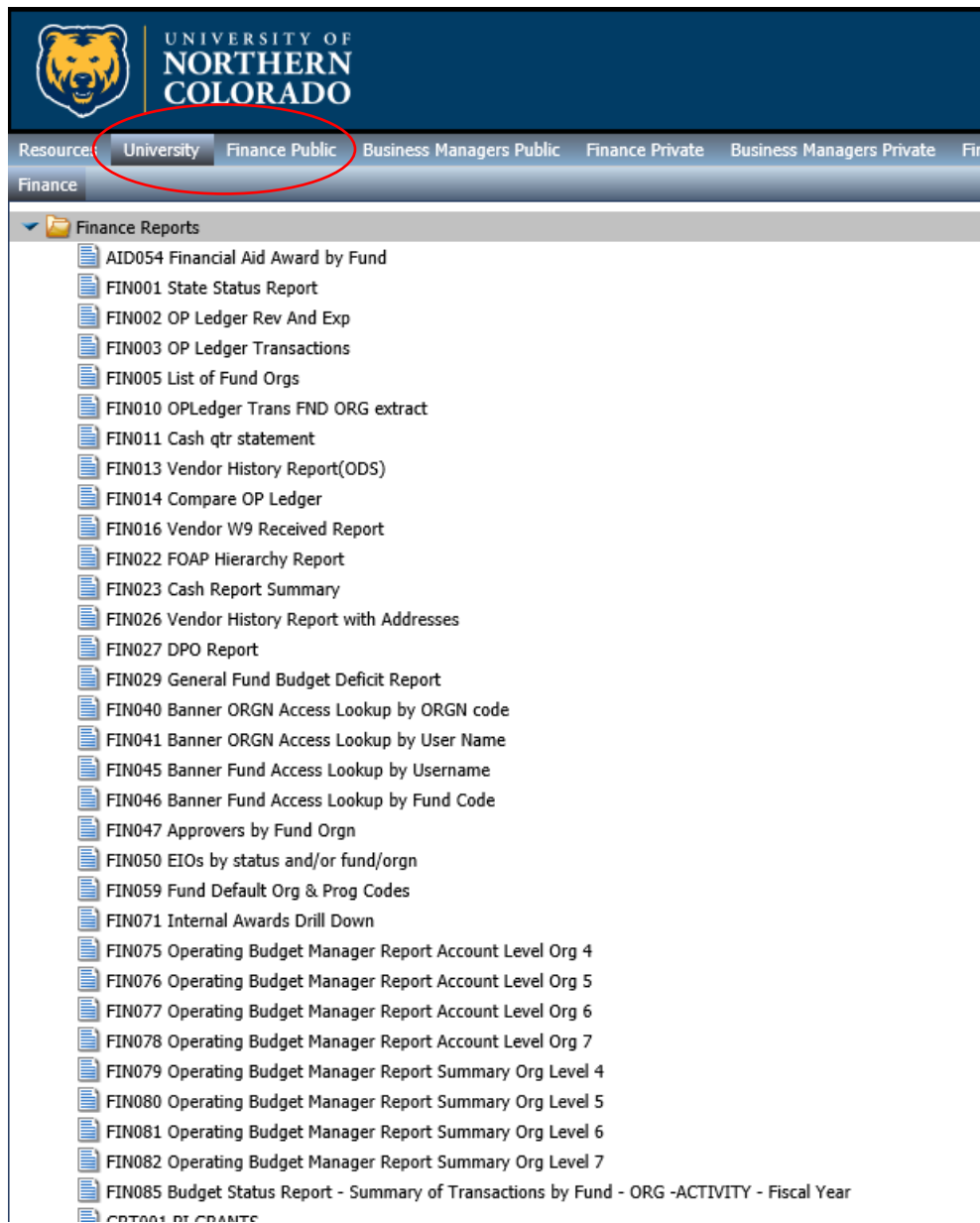
Both versions of the report provide three prior years actual and the current year original budget, base budget, adjusted budget, actual to date, encumbrances and available balance. The reports can be requested through a specific fiscal period, or if you select period 14 you will receive all actual data through the last ODS refresh. (We do not budget by fiscal period so you will always receive the full year budget in the budget columns.) If you select a report at a specific accounting period, the prior year actuals will also be as of the period you requested.

Instructions on the Org Level parameters are in the detail instruction portion of this booklet. In general, if you request the report using the higher level org parameter, the report will place one org on each Excel Workbook tab. If you request it at the lower org level parameter, the report will only give you the one org requested.

Manager Reports can be used to show three prior years of budget actual as well as the current fiscal year budget information.

Manager reports can be found in Insight Production under the following views:

- a. University
- b. Finance Public



Summary Report by Org Level

Reports can be run by **summary** at the different Org levels. A summary report will only give you summary information **by account attribute** for your area, it will not show the detail that the **account level** reports do.

FIN079 OPERATING BUDGET MANAGER'S SUMMARY REPORT ORG LEVEL 4									
2017 AS OF FISCAL PERIOD 14									
Provost and VP for Academic Affairs									
ALL OPERATING FUNDS									
	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ORIG BDGT	2017 BASE BDGT	2017 ADJ BDGT	2017 ACTUAL	2017 ENCUMB	2017 AVAILABLE
Academic Fees-General Funds	353,895.00	346,635.00	358,890.00	360,000.00	360,000.00	360,000.00	219,645.00	.00	140,355.00
Student Fees	32,455.00	.00	.00	.00	.00	.00	.00	.00	.00
Foundation Restricted Gifts, Grants, Contracts	6,144.80	530,600.28	143,619.37	112,331.25	112,331.25	112,331.25	62,317.32	.00	50,013.93
Internal Revenues	225.00	.00	.00	.00	.00	.00	.00	.00	.00
Restricted Grant F&A Recovery	.00	.00	.00	.00	.00	.00	1,116.18	.00	-1,116.18
Other Revenue	109,064.59	262,050.32	231,822.84	252,741.88	252,741.88	252,741.88	188,149.85	.00	64,592.03
*TOTAL REVENUES	501,784.39	1,139,285.60	734,332.21	725,073.13	725,073.13	725,073.13	471,228.35	.00	253,844.78
*TOTAL REVENUES	501,784.39	1,139,285.60	734,332.21	725,073.13	725,073.13	725,073.13	471,228.35	.00	253,844.78
Faculty Salaries	58,658.00	55,075.50	53,766.50	1,919,877.00	1,919,877.00	1,901,562.00	64,436.00	16,760.00	1,820,366.00
Exempt Salaries	706,922.40	734,916.18	1,066,822.31	1,163,240.50	1,233,755.50	1,233,755.50	492,972.34	507,072.96	233,710.20
Grad Assistants TA/GA/GRA Salaries	103,035.92	72,059.92	66,421.58	9,500.00	9,500.00	9,500.00	37,086.73	37,263.58	-64,850.31
TA/GA/GRA RA Tuition Room Board Schol	13,873.87	5,247.90	.00	.00	.00	.00	3,809.10	.00	-3,809.10
Classified Salaries	55,260.55	58,261.92	40,676.84	59,750.27	59,750.27	59,750.27	19,264.48	18,523.68	21,962.11
Student Wages	40,978.77	79,243.56	40,551.53	39,801.00	39,801.00	39,801.00	35,821.81	.00	3,979.19
Other Wages/Compensation	9,888.00	40,802.79	39,240.30	26,500.00	26,500.00	26,500.00	22,245.73	.00	4,254.27
Fringe Benefits	249,181.23	278,569.63	369,692.40	1,004,444.47	1,027,220.80	1,021,451.57	187,485.96	175,181.21	658,784.40
*TOTAL PERSONNEL EXPENSES	1,237,798.74	1,324,177.40	1,677,171.46	4,223,113.24	4,316,404.57	4,292,320.34	863,122.15	754,801.43	2,674,396.76
Cost of Sales	.00	-4,854.57	-10,028.00	-6,000.00	-6,000.00	-6,000.00	-6,273.00	.00	273.00
Other Current Expenses	121,703.88	175,141.53	136,374.25	172,799.00	172,799.00	172,799.00	66,228.99	.00	106,570.01
Purchased Services	45,398.56	74,695.43	86,545.23	83,505.14	83,505.14	84,005.14	52,190.68	.00	31,814.46
Supplies	28,044.74	85,040.98	46,666.92	73,771.35	73,771.35	61,771.35	37,943.37	5,000.00	18,827.98
Cost Allocation and Recoveries	13,295.86	22,045.05	15,467.73	21,341.00	21,341.00	21,341.00	18,875.18	.00	2,465.82
Scholarships	.00	.00	.00	.00	.00	.00	11,670.00	.00	-11,670.00
Travel	49,769.39	55,202.86	82,856.25	73,868.00	73,868.00	73,868.00	28,625.01	.00	45,242.99
Capital	9,531.00	.00	.00	.00	.00	.00	.00	.00	.00
*TOTAL NONPERSONNEL EXPENSE	267,743.43	407,271.28	357,882.38	419,284.49	419,284.49	407,784.49	209,260.23	5,000.00	193,524.26
NonMandatory Transfer In-Budgeted	-262,000.00	-539.92	.00	.00	.00	.00	.00	.00	.00
NonMandatory Transfer Out-Budgeted	265,978.00	258,813.82	.00	216,000.00	216,000.00	216,000.00	271,212.00	.00	-55,212.00
NonMandatory Transfer Out-Innovation	172,000.00	672,000.00	.00	144,000.00	144,000.00	144,000.00	180,808.00	.00	-36,808.00
*TOTAL TRANSFERS	175,978.00	930,273.90	.00	360,000.00	360,000.00	360,000.00	452,020.00	.00	-92,020.00
*TOTAL EXPENDITURES/TRANSEFER	1,681,520.17	2,661,722.58	2,035,053.84	5,002,397.73	5,095,689.06	5,060,104.83	1,524,402.38	759,801.43	2,775,901.02
NET	-1,179,735.78	-1,522,436.98	-1,300,721.63	-4,277,324.60	-4,370,615.93	-4,335,031.70	-1,053,174.03	-759,801.43	-2,522,056.24
Run On 01/09/2017 RUN BY : kathy.martin									
NOTES:									
1. Includes ONLY Operating Budget Fund Attributes: 10ER10, 10ER12, 10ER13, 10ER16, 10ER20, 10ER22, 10ER25, 10ER26, 10ER28, 10ER29, 10ER30, 10ER32, 10ER35, 40RS24, 40RS25, 40RS26, 40RS27									
2. Extended Studies information is NOT included.									

FIN079 Operating Budget Manager Report Summary Org Level 4:

Below is an example of the parameters you can choose when running this report. The same parameters are available for Org Levels 5, 6 and 7 reports.

A) *Please select most recent year to compare:*

- a Generally you will choose the current fiscal year, however past fiscal years are available.

B) *Please select most recent fiscal period to compare:*

- a This is the fiscal period to compare too, if you leave the default “14” it will show all activity to date.

C) *Please select a version:*

- a This allows you to choose which operating funds you want to run your report for.
- b The default is All Operating Funds.

D) *Org Level 4:* Select the Org Level 4 for your area.

E) Select “Run”

The screenshot shows a web browser window titled "WebFOCUS Auto Prompting Facility - Internet Explorer". The main content area is titled "Parameters" and contains four dropdown menus for selecting report parameters. The first dropdown, labeled "Please select most recent year to compare", has "2017" selected and is marked with a red "A". The second dropdown, labeled "Please select most recent fiscal period to compare", has "14" selected and is marked with a red "B". The third dropdown, labeled "Please select a version", has "ALL OPERATING FUNDS" selected and is marked with a red "C". The fourth dropdown, labeled "Org Level 4:", has "No Selection" selected and is marked with a red "D". Below the dropdowns are four buttons: "Run", "Reset", "Save", and "Clear Output". To the right of these buttons is a checkbox labeled "Run in a new window" which is checked. Below the buttons is a large light blue area with a red "E" in the top left corner. In the center of this area are two numbered instructions: "1. Specify values for all parameters." and "2. Select the run button to submit the request."

WebFOCUS Auto Prompting Facility - Internet Explorer

Parameters

Please select most recent year to compare: 2017 A

Please select most recent fiscal period to compare: 14 B

Please select a version: ALL OPERATING FUNDS C

Org Level 4: No Selection D

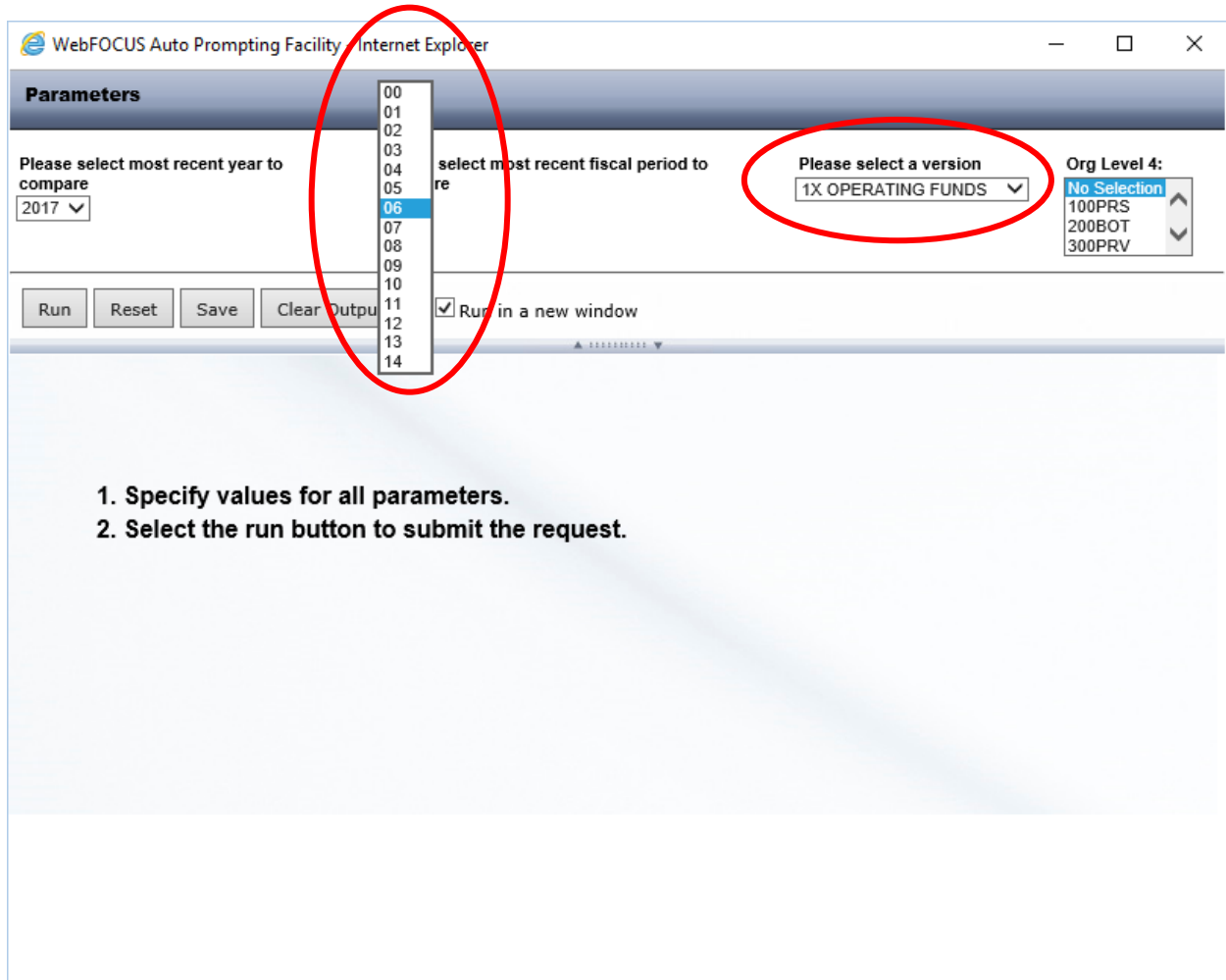
100PRS
200BOT
300PRV

Run Reset Save Clear Output ☒ Run in a new window

E

1. Specify values for all parameters.
2. Select the run button to submit the request.

Selecting parameters will give you detail information for the parameters you choose. For example if you want information through fiscal period 6 and only 1x funds then use the drop-down menus to make these selections. The prior year data is as of the same fiscal period.



WebFOCUS Auto Prompting Facility - Internet Explorer

Parameters

Please select most recent year to compare: 2017 ▼

select most recent fiscal period to compare: 00, 01, 02, 03, 04, 05, **06**, 07, 08, 09, 10, 11, 12, 13, 14

Please select a version: 1X OPERATING FUNDS ▼

Org Level 4: No Selection, 100PRS, 200BOT, 300PRV

Run, Reset, Save, Clear Output, ☒ Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

After your selections are made click <Run>

FIN080 Operating Budget Manager Report Summary Org Level 5

If you request the report using the Org Level 5 parameter, the report will only have the Org you requested in the Excel Workbook.

Parameters

Please select most recent year to compare: 2017

Please select most recent fiscal period to compare: 14

Please select a version: ALL OPERATING FUNDS

Org Level 4: No Selection, 100PRS, 200BOT, 300PRV

Org Level 5: 2030, 3000, 3010, 3020

Run Reset Save Clear Output ☒ Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

3000

If you request the Org Level 5 report using the Org Level 4 parameter the report will have each Org Level 5 on a sheet in the Excel Workbook.

Parameters

Please select most recent year to compare: 2017

Please select most recent fiscal period to compare: 14

Please select a version: ALL OPERATING FUNDS

Org Level 4: 100PRS, 200BOT, 300PRV, 310UGR

Org Level 5: No Selection, 1000, 1100, 2000

Run Reset Save Clear Output ☒ Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

3000 3020 3230 3410

The same rules apply to the Org Level 6 and 7 reports:

FIN081 Operating Budget Manager Report Summary Org Level 6:

If you request the report using Org Level 6 parameter, the report will only have the Org you requested in the Excel Workbook.

If you request the report using the Org Level 5 parameter, the report will have each Org Level 6 on a sheet in the Excel Workbook.

FIN082 Operating Budget Manager Report Summary Org Level 7:

If you request the report using the Org Level 6 parameter, the report will have each Org Level 7 on a sheet in the Excel Workbook.

You can request one Org Level 7 at a time using the Org Level 7 parameter.

Summary Report by Account Level

Account level reports subtotal funds by account within each attribute code in your area. It will show account detail. All reports are parameterized so you can select your Org Level.

FIN078 OPERATING BUDGET MANAGER'S ACCOUNT LEVEL SUMMARY REPORT - ORG LEVEL 7									
2017 AS OF FISCAL PERIOD 14									
Academic Affairs Office									
ALL OPERATING FUNDS									
ACCTNDESC	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ORIG BDGT	2017 BASE BDGT	2017 ADJ BDGT	2017 ACTUAL	2017 ENCUMB	2017 AVAILABLE
54110 UNC Foundation Private Gifts	6,144.80	506,148.10	5,000.00	5,200.00	5,200.00	5,200.00	2,000.00	.00	3,200.00
*TOTAL Foundation Restricted Gifts, Grants, Contrac	6,144.80	506,148.10	5,000.00	5,200.00	5,200.00	5,200.00	2,000.00	.00	3,200.00
*TOTAL REVENUES	6,144.80	506,148.10	5,000.00	5,200.00	5,200.00	5,200.00	2,000.00	.00	3,200.00
*TOTAL REVENUES	6,144.80	506,148.10	5,000.00	5,200.00	5,200.00	5,200.00	2,000.00	.00	3,200.00
61520 Faculty Academic Yr PSA Full Benef	12,500.00	15,375.00	.00	13,000.00	13,000.00	13,000.00	.00	.00	13,000.00
61528 Faculty PSA Sum/Interim Full Fringe	10,600.00	1,850.00	3,000.00	.00	.00	.00	4,000.00	.00	-4,000.00
61568 Faculty PSA Sum/Interim Reduced Ben	.00	.00	100.00	.00	.00	.00	100.00	.00	-100.00
*TOTAL Faculty Salaries	23,100.00	17,225.00	3,100.00	13,000.00	13,000.00	13,000.00	4,100.00	.00	8,900.00
62220 Administrative Exempt Full Time	375,369.96	384,262.30	499,824.43	602,570.00	602,570.00	602,570.00	241,850.64	224,883.48	135,835.88
62225 Admin Temp Assignment Stipend	.00	16,652.83	34,965.96	35,928.00	35,928.00	35,928.00	5,988.00	.00	29,940.00
62320 Administrative Exempt PT Full Ben	.00	5,000.04	94,262.29	97,999.00	166,864.00	166,864.00	66,215.73	83,431.98	17,216.29
62520 Admin Exempt PSA Full Ben	.00	100.00	16,825.83	.00	.00	.00	9,562.00	.00	-9,562.00
*TOTAL Exempt Salaries	375,369.96	406,015.17	645,878.51	736,497.00	805,362.00	805,362.00	323,616.37	308,315.46	173,430.17
62620 GA-Graduate Assistants Academic Yr	48,515.00	13,869.00	1,178.90	.00	.00	.00	.00	.00	.00
*TOTAL Grad Assistants TA/GA/GRA Salaries	48,515.00	13,869.00	1,178.90	.00	.00	.00	.00	.00	.00
63320 Classified Reg PT Wages	20,258.04	21,180.00	3,629.48	21,776.88	21,776.88	21,776.88	.00	.00	21,776.88
63410 Classified Personal Service Agreeeme	.00	1,050.00	.00	.00	.00	.00	.00	.00	.00
*TOTAL Classified Salaries	20,258.04	22,230.00	3,629.48	21,776.88	21,776.88	21,776.88	.00	.00	21,776.88
64100 Student Wages Salary	.00	.00	.00	10,000.00	10,000.00	10,000.00	.00	.00	10,000.00
64110 Student Academic Year	6,172.63	11,186.26	270.00	.00	.00	.00	135.00	.00	-135.00
64115 Student Summer	3,893.75	4,402.25	711.00	.00	.00	.00	.00	.00	.00
64410 Stdnt Hrfy Fed WS On Campus	.00	.00	793.12	.00	.00	.00	343.37	.00	-343.37
*TOTAL Student Wages	10,066.38	15,588.51	1,774.12	10,000.00	10,000.00	10,000.00	480.37	.00	9,519.63
65110 NonStudent Hourly Wages	.00	10,545.33	.00	.00	.00	.00	4,008.75	.00	-4,008.75
65120 Nonstudent Salary Temporary	.00	3,333.34	.00	.00	.00	.00	.00	.00	.00
*TOTAL Other Wages/Compensation	.00	13,878.67	.00	.00	.00	.00	4,008.75	.00	-4,008.75
61720 Fringe Full-Faculty w/Auth PSN	3,787.50	4,982.96	.00	.00	.00	.00	.00	.00	.00
61728 Fringe Full-Faculty Summer/Interim	3,211.80	563.50	850.50	.00	.00	.00	1,292.00	.00	-1,292.00
61730 Fringe Full-NonBase Faculty	.00	.00	94.50	4,199.00	4,199.00	4,199.00	.00	.00	4,199.00
61738 Fringe Reduc-Faculty Summer/Interim	.00	.00	15.70	.00	.00	.00	16.20	.00	-16.20
62720 Fringe Full-Administrative	113,737.20	130,736.87	202,259.15	237,888.53	260,131.93	260,131.93	104,528.08	99,585.91	56,017.94
63720 Fringe Full-Classified	6,138.24	7,158.06	1,143.28	7,033.93	7,033.93	7,033.93	.00	.00	7,033.93
64720 Fringe Reduced-NonStudent Hourly	.00	2,081.84	.00	.00	.00	.00	649.44	.00	-649.44
*TOTAL Fringe Benefits	126,874.74	145,523.23	204,363.13	249,121.46	271,364.86	271,364.86	106,485.72	99,585.91	65,293.23
*TOTAL PERSONNEL EXPENSES	604,184.12	634,329.58	859,924.14	1,030,395.34	1,121,503.74	1,121,503.74	438,691.21	407,901.37	274,911.16

Note: If your area has revenue in the budget, all reports will show the "Total Revenues" line twice. The duplicate line is created as a result of programming the subtotals using Web Focus for the account attributes and unfortunately we cannot eliminate it. You may delete one of these rows since the worksheet does not contain any formulas.

FIN075 Operating Budget Manager Report Account Level Org 4

Below is an example of the parameters you can choose when running this report.

A) *Please select most recent year to compare:*

- a Generally you will choose the current fiscal year, however past fiscal years are available.

B) *Please select most recent fiscal period to compare:*

- a This is the fiscal period to compare too, if you leave the default “14” it will show all activity to date.

C) *Please select a version:*

- a This allows you to choose which operating funds you want to run your report for.
- b The default is All Operating Funds.

D) *Org Level 4:* Select the Org Level 4 for your area.

E) Select “Run”

Selecting parameters will give you detail information for the parameters you chose. For example if you want information through fiscal period 6 and only 1x funds then use the drop-down menus to make these selections. The prior year data is as of the same fiscal period.

The screenshot shows the 'Parameters' section of the WebFOCUS Auto Prompting Facility. It includes several dropdown menus and buttons for configuring the data request. A red circle highlights the fiscal period dropdown menu, which is currently open and showing options from 00 to 14, with '06' selected. Another red circle highlights the 'Please select a version' dropdown menu, which is currently set to '1X OPERATING FUNDS'. The 'Please select most recent year to compare' dropdown is set to '2017'. The 'Org Level 4' dropdown is set to 'No Selection'. Below the dropdowns are buttons for 'Run', 'Reset', 'Save', and 'Clear Output'. A checkbox for 'Run in a new window' is checked. The main content area contains two numbered instructions: '1. Specify values for all parameters.' and '2. Select the run button to submit the request.'

WebFOCUS Auto Prompting Facility - Internet Explorer

Parameters

Please select most recent year to compare: 2017

Please select most recent fiscal period to compare: 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14

Please select a version: 1X OPERATING FUNDS

Org Level 4: No Selection, 100PRS, 200BOT, 300PRV

Run, Reset, Save, Clear Output

☒ Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

After your selections are made click <Run>

FIN076 Operating Budget Manager Report Account Level Org 5:

If you request the report using the Org Level 5 parameter, the report will only have the Org you requested in the Excel Workbook.

The screenshot shows the 'Parameters' section of the WebFOCUS interface. The 'Org Level 4' dropdown is set to 'No Selection' and the 'Org Level 5' dropdown is set to '3000'. A red circle highlights these two dropdowns. Below the dropdowns are buttons for 'Run', 'Reset', 'Save', and 'Clear Output', and a checkbox for 'Run in a new window' which is checked. A blue arrow points from the 'Org Level 5' dropdown to the '3000' value in the output field.

Parameters

Please select most recent year to compare: 2017

Please select most recent fiscal period to compare: 14

Please select a version: ALL OPERATING FUNDS

Org Level 4: No Selection

Org Level 5: 3000

Run Reset Save Clear Output ☒ Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

If you request the Org Level 5 report using the Org Level 4 parameter the report will have each Org Level 5 on a sheet in the Excel Workbook.

The screenshot shows the 'Parameters' section of the WebFOCUS interface. The 'Org Level 4' dropdown is set to '300PRV' and the 'Org Level 5' dropdown is set to 'No Selection'. A red circle highlights these two dropdowns. Below the dropdowns are buttons for 'Run', 'Reset', 'Save', and 'Clear Output', and a checkbox for 'Run in a new window' which is checked. A blue arrow points from the 'Org Level 4' dropdown to the '3000' value in the output field.

Parameters

Please select most recent year to compare: 2017

Please select most recent fiscal period to compare: 14

Please select a version: ALL OPERATING FUNDS

Org Level 4: 300PRV

Org Level 5: No Selection

Run Reset Save Clear Output ☒ Run in a new window

1. Specify values for all parameters.
2. Select the run button to submit the request.

The same rules apply to the Org Level 6 and 7 reports:

FIN077 Operating Budget Manager Report Account Level Org 6:

If you request the report using the Org Level 5 parameter, the report will show one Org Level 5 in the Excel Workbook.

If you request the report using Org Level 6 parameter, the report will only have the Org you requested in the Excel Workbook.

FIN078 Operating Budget Manager Report Account Level Org 7:

If you request the report using the Org Level 6 parameter, the report will have each Org Level 7 on a sheet in the Excel Workbook.

You can request one Org Level 7 at a time using the Org Level 7 parameter.