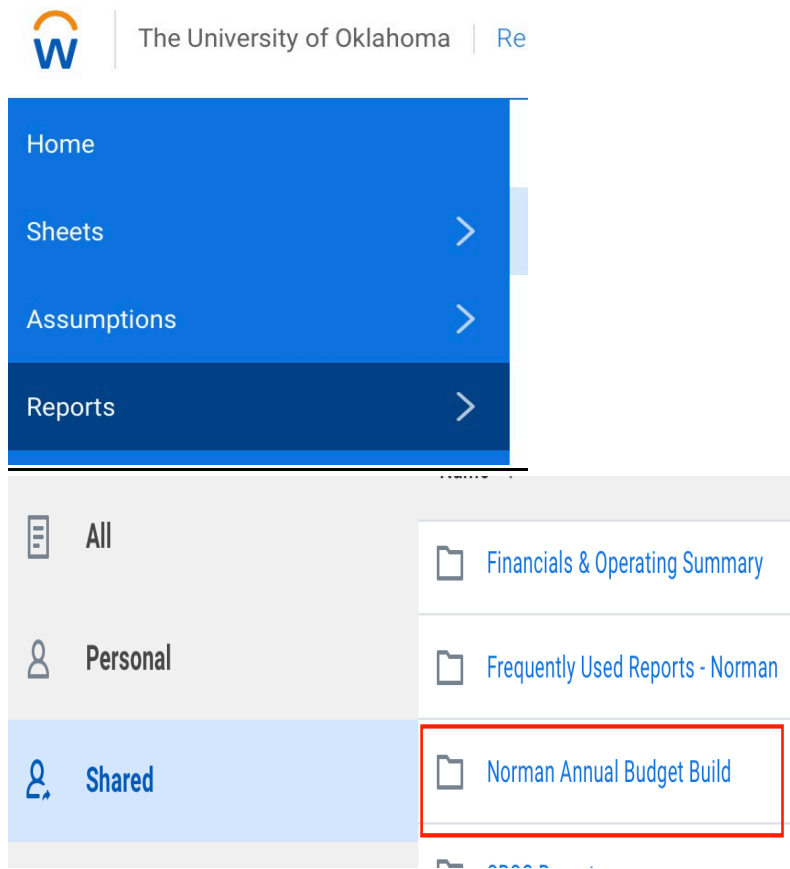


Adaptive Planning Job Aid – Annual Budget Build Reports

The purpose of this job aid is to provide details on which budget reports to view details of the inputs into the sheets for the annual budget build (i.e. preparing the next fiscal year budget). Reports will show the combined information which has been input into the sheets. Reports are available in real time.

Information input and saved into a sheet will automatically be available when running the selected reports. Reports are view only, any edits needed must be made in the Sheets. Additional information on editing Sheets can be found in the Budget Submission Job Aid. Requests for additional reports can be sent to the Budget Office, budget@ou.edu.

Annual budget reports can be found by navigating to W→ Reports → Shared Reports → Norman Annual Budget Build



Available Annual Budget Build reports

Balance Check – this report will be used to check the total EDGEN budget input to the sheets. For EDGEN funds, the total EDGEN budget must balance back to the target provided by the Budget Office. This report can be run for a specific Org or at a parent level for an entire college/unit.

To run the report, select the Level (either parent or specific org) and ensure the fund is set to EDGEN. Then select the appropriate Time and Original Budget Version based on the fiscal year.

Level ADMINFIN_N Administr ▾

Fund EDGEN - Educ & Gen All ▾

Time FY2022 ▾

Version FY2022 Original Budget ▾

Campus Norman ▾

Run Report

After selecting 'Run Report', a user will be presented with the below screen showing the total EDGEN budget for the selected level.

Level ADMINFIN_N Administr ▾ Fund EDGEN - Educ & Gen All ▾	
Fund: EDGEN - Educ & Gen Allocated	
Currency: United States of America, Dollars	
Time Range: FY2022	
	Expense
	FY22 Testing Budget
+ ADMINFIN_N Administration & Finance (Rollup)	35,568,076

To see the orgs making up this total, the '+' to the left of the level can be selected to expand the information showing the levels and orgs making up the total.

(Continued on next page)

Fund: EDGEN - Educ & Gen Allocated
 Currency: United States of America, Dollars
 Time Range: FY2022

	Expense
	FY22 Testing Budget
ADMINFIN_N Administration & Finance (Rollup)	
CFON CFO Norman (Rollup)	
FN_BUDGET Budget Office (Rollup)	766,441
FN_BURSAR Bursars Office (Rollup)	1,561,018
FN_CNTRLR Controllers Office (Rollup)	2,342,086
FN_ERM Enterprise Risk Management (Rollup)	176,924
FN_PAYROLL Payroll Office (Rollup)	689,056
FN_RSRCHFS Research Financial Office (Rollup)	1,126,995
FN_SHRDSVC Shared Services (Rollup)	1,554,175
FN_VP VP Admin Affairs (Rollup)	783,027
HRN Human Resources Norman (Rollup)	2,250,871
ITN IT Norman (Rollup)	24,317,482
Total CFON CFO Norman (Rollup)	35,568,076
Total ADMINFIN_N Administration & Finance (Rollup)	35,568,076

While the EDGEN fund is the only fund the Budget Office will provide a specific target number, this report can be used to see the total budgets for other funds. To select another fund, select the dropdown box next to the Fund.

Budget – By Function

This report can be run for a specific Org, and will show by function the GL accounts budgeted to each Fund.

Function	Accounts	EDGEN - Educ & Gen Allocated	MISCA - Agency Special - Other	Total Budget
00013 - Public Service	Expense			
	EXPEND			
	Salary			
	511011 SALARY-STAFF FULL TIME	13,766	57,063	70,829
	521511 WAGES-HOURLY FULL TIME	48,939	78,025	126,964
	521521 WAGES-HOURLY PART TIME/PEAK	0	13,936	13,936
	Total Salary	62,705	149,024	211,729
	Fringe Benefit Pool			
	540200 FR BEN ALLOC-OTHER	15,342	24,461	39,803
	540000 FR BEN ALLOC-STAFF	4,316	19,295	23,611
	Total Fringe Benefit Pool	19,658	43,756	63,414
	Miscellaneous			
	MISCEX - Budget Only - TBD	0	11,500	11,500
	Total Miscellaneous	0	11,500	11,500
	Supplies			
	SUPPLY - HSC Budget Only	0	12,000	12,000
	Total Supplies	0	12,000	12,000

Budget – By Org, Fund, Account

This report provides the same information as the previous report, but shows the aggregate total for all functions.

Accounts	EDGEN - Educ & Gen Allocated	MISCA - Agency Special - Other	Total Budget
Expense	494,775	100,911	595,687
EXPEND	494,775	100,911	595,687
Salary	380,520	74,150	454,670
521531 WAGES-STUDENT	87,620	0	87,620
511011 SALARY-STAFF FULL TIME	135,327	0	135,327
521541 WAGES-GRA/GTA	0	74,150	74,150
521511 WAGES-HOURLY FULL TIME	157,574	0	157,574
Fringe Benefit Pool	92,113	5,761	97,875
540200 FR BEN ALLOC-OTHER	49,688	5,761	55,450
540000 FR BEN ALLOC-STAFF	42,425	0	42,425

Budget by Source

This report shows the total budget for a specific Source by function and GL account. If the Source is chosen at a parent level, this report will show all Orgs budgeted for the selected Source.

Level		Version		Notes	
CEE College of Earth & I		FY2022 Testing Version		Notes	
Source:		NECONPRG - CONSOLIDATED CRSE & PROG FEE			
Currency:		United States of America, Dollars			
Time Range:		FY2022			
		FY2022 Testing Version			
Function	Accounts	CEE01001 EARTH & ENERGY DEAN	CEE02001 GEOSCIENCES	Total Budget	
00111 - Instruction	521511 WAGES-HOURLY FULL TIME	0	38,942	38,942	
	540200 FR BEN ALLOC-OTHER	0	12,208	12,208	
	TRAVEL - Budget Only	0	40,000	40,000	
	SUPPLY - HSC Budget Only	0	62,996	62,996	
00311 - Departmental Research	521531 WAGES-STUDENT	0	114,400	114,400	
	540200 FR BEN ALLOC-OTHER	0	378	378	
00014 - Academic Support	SUPPLY - HSC Budget Only	151,045	50,038	201,083	
00116 - Institutional Support	511011 SALARY-STAFF FULL TIME	174,280	0	174,280	
	540000 FR BEN ALLOC-STAFF	54,637	0	54,637	

Total Budget – By Fund and Function

This report shows the total budgeted across all three sheets for a particular Org or level. This report does not provide detail of the GL account categories which have been budgeted.

Fund	Source	Function	Expense	
EDGEN - Educ & Gen Allocated	Source (Uncategorized)	00111 - Instruction	1,052,946	
		00211 - Dept Business Admin - Instr	112,138	
		00311 - Departmental Research	43,160	
		00014 - Academic Support	6,838,820	
		00015 - Student Services	410,000	
		00116 - Institutional Support	13,928,028	
		00017 - Operation/Maintenance of Plant	3,825,000	
EGFEE - Educ & Gen Student Fees	NEADVISE - ACADEMIC ADVISING FEE	00014 - Academic Support	27,211	
		NEASSESS - ASSESSMENT FEE	00014 - Academic Support	11,500
		NEFRUGHR - FLAT RATE UG HOURLY FEE	00111 - Instruction	1,000,000
		NELIBRSC - LIBRARY RESOURCE FEE	00014 - Academic Support	109,500
		NEOWKPRG - HR WEEKEND PROGRAM	00111 - Instruction	27,578
		NEOWKWKD - SOCIAL WORK WEEKEND PROGRAM	00111 - Instruction	438,068
		NESECSVC - SECURITY SERVICES FEE	00014 - Academic Support	31,700
MISCA - Agency Special - Other	Source (Uncategorized)	00116 - Institutional Support	1,937,000	

Detailed salary information can be viewed by pulling the below reports.

Personnel by Org



Then type in the Org to be pulled and select 'apply'. Typing in only the first portion of the Org (for example, typing LCN, instead of LCN03001) will pull in all orgs under the LCN umbrella.

Manage Filter ✕

Report Version:
FY2022 Testing Version

Level Name begins with lcn03001 + ×

[Clear All](#)

[Add Group](#)

[Apply](#) [Cancel](#)

The reports **Salary Budget by Fund, Function** and **Salary Budgets** will provide employee detail on the total budget by fund and function. Due to the sensitive nature of these reports, screenshots are not provided. Should you have any questions regarding these reports, please contact the Budget Office, budget@ou.edu.