Reports

We have several sets of reports to assist you at various steps in the Budget Process. Some are on the **BRP Website** (brp.uoregon.edu) and some are in **IDR/Cognos**. *While the Blended OPE Calculator Tool has not been published yet, it will be available in IDR/Cognos as a published report in time for Salary Planner & Budget Development when the tools are opened.*

Reconciling Salary Dollars in Budget Development

See the Positions, and Employees where applicable, that make up the totals by account code in Budget Development. This report is on the **BRP website** behind the Authenticated Access.

In the Report, choose the Orgn level you would like to see. You can see what makes up the Account Totals in Budget Development by the Positions in Salary Planner.
Reconciling Base Budget

Reconcile the adjustments you see in Budget Development in the report on the BRP website, called FY18 Base Budget Report. In the report, choose the Orgn level (2, 3 or 5) you want to view:

Then expand the plus sign next to the fund. This will expand the data so you can see totals by FOPAL/Index:

Which should match to the Worksheet view in Budget Development to Adopted Budget, Permanent Adjustments and Base Budget:
Understanding Access

All of the Banner tools provide access according to the Orgn Hierarchy structure. Look in Cognos/IDR’s Enterprise Reports > Finance Reports > Chart of Accounts folder.

- UO Indexes will allow you to view all active indexes that are on Orgns to which you have access
- UO Organization Hierarchy will allow you to view the hierarchy at the Level 2, 3, 4, or 5.
Checking Budget Data for Reasonability

There are several reports in Enterprise Reports > Finance Reports > Budget, Revenue and Expense reports that will be useful to you in verifying that your plan for FY18 is reasonable and plausible.

These reports will allow you to filter to start on the current year, and an Orgn Level 2, 3, 4, or 5 – in the Budget vs Actual reports, you can also filter on one or more funds or pull all of them.
Check recent history of your Index to see trends in Revenue and Expense:

- 5 Year Activity Trend by Index

Two Reports that show the history of both Budget and Actuals are

- Budget vs Actual 4 Year Expense Comparison
- Budget vs Actual 4 Year Revenue Comparison

It’s important to remember that the Budget numbers here are “Adjusted Budget” which includes Permanent as well as Carryforward and other Temporary Budget.

**Checking Budget Development Detail**

We now have a report for the data in Budget Development in IDR – it’s important to remember that the data in IDR is refreshed each night. This report is good to use in conjunction with the “Create Budget Development Query” option.

In Budget Development, choose the fund you’d like to balance, and the highest level Orgn you’re working on (Level 5 or Level 3 – BRP will check that all funds balance at the Level 3 for each unit).

**Budget Development Query**

![Budget Development Query Interface](image-url)
The results will be displayed at the Rollup Orgn for the Base Budget and Proposed Budget totals.

**Budget Development Query**

Select an Organization link to drill to next level of detail. Select one of the Download options to download Budget Development data to a spreadsheet.

<table>
<thead>
<tr>
<th>Report Parameters</th>
<th>Budget Development Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Organization</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>FY18 Fiscal Year 2018 Budget</td>
</tr>
<tr>
<td>Budget Id</td>
<td>FY18 Working Budget 2018</td>
</tr>
<tr>
<td>Fund</td>
<td>001101 General Fund - Tuition and Fees Program</td>
</tr>
<tr>
<td>Organization</td>
<td>430000 Business Affairs Office</td>
</tr>
<tr>
<td>Account</td>
<td>%</td>
</tr>
<tr>
<td>Location</td>
<td>All</td>
</tr>
</tbody>
</table>

**Query Results**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Title</th>
<th>FY17/WB2017 Base Budget</th>
<th>FY17/WB2017 Proposed Budget</th>
<th>FY17/WB2017 Cumulative Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>430000</td>
<td>Business Affairs Office</td>
<td>(5,755,468.36)</td>
<td>(5,704,490.56)</td>
<td>50,977.80</td>
</tr>
<tr>
<td>431000</td>
<td>BAO Business Office</td>
<td>(5,755,468.36)</td>
<td>(5,704,490.56)</td>
<td>50,977.80</td>
</tr>
<tr>
<td>430000 Rollup</td>
<td></td>
<td>(5,755,468.36)</td>
<td>(5,704,490.56)</td>
<td>50,977.80</td>
</tr>
</tbody>
</table>

This Orgn is not yet in balance for the Level 3 for the General Fund. To see where you might make changes in order to bring it into balance, open reports in the IDR under Enterprise Folders > Finance Reports > Budget Development & Salary Planner Reports.

**IBM Cognos Connection**

Enterprise Folders > Finance Reports > Budget Development & Salary Planner Reports

This report will give you the following filter options – choose the Orgn Level 2, 3, 4 or 5 and the Fund that you looked at in the above Budget Development Query.
This report displays the Fund, data-enterable Orgn, Program, Activity, Index, and Account Code where there is Base Budget and/or Proposed Budget in Budget Development.

At the bottom is the same amount you saw in the Budget Development Query:

Looking through this report, you can make decisions about the changes you’d like to make in Budget Development in order to balance your Orgn and Fund. Use the FOPAL elements to go back into Budget Worksheets and make changes.

Remember that the example above is an allocated fund – the Base Budget and the Proposed Budget must match in Total. For funds with Revenue the Total must be Zero.