Hyperion Brio Budget Data Mart Standard Reports

Data Mart Portal Document	Report Number	Report	Brief Description	When this report is useful
Accounting				
Budget Acct Delete REPT	B010	Deleted Accounts	Run this report to identify your unit's accounts that will be deleted prior to or as of the upcoming budgeted year.	Use this report when you begin to budget and when your budget report is due to the University Budget Office - make sure you do not have commitments on any accounts that have been set to be deleted.
Budget Current Balance REPT	B110	Balance on Accounts	This report contains accounts with the current balance. The account balance reflect the most current extract from CPBS. Selection of accounts can occur by organization, department, fund code, function code or source code.	Use this report during the budgeting process to make sure you accounts are in balance.
Budget Actual Compare REPTS	B210	Current Budget Actual Compare	This report compares prior year and current year-to-date amounts with last and current FY final budgeted amounts and current (as of the last extract from CPBS) budgeted amounts for the next fiscal year.	During the budgeting process, check your budget against what you had budgeted last year and what your actuals were last year and currently.
	B220	Current Budget Actual Compare by FG	Report B210, sorted by Fund Group.	During the budgeting process, check your budget against what you had budgeted last year and what your actuals were last year and currently by fund group.
	B230	Trustee Budget Actual Compare	This report compares prior year and current year-to-date amounts with current and next year trustee budget amounts. The planned amounts are from the Trustee Budget that is submitted to the Board of Trustees for approval in May.	In the summer, you can check your trustee budget numbers against prior years trustee amounts. Note that the factor that identifies the trustee budget is not applied until June or July.
	B240	Trustee Budget Actual Compare by FG	Report B230 sorted by Fund Group.	In the summer, you can check your trustee budget numbers against prior year's trustee amounts. Detailed by Fund Group. Note that the factor that identifies the trustee budget is not applied until June or July.

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	B250	Final Budget Actual Compare	This report compares prior year and current year-to-date amounts with current and next year final budget amounts. The planned amounts are from the Final Budget and are loaded to the general ledger at the end of the budget cycle.	In the Fall, you can check your final budget numbers against prior year's final amounts. Note that the factor that identifies the final budget is not applied until August or September.
	B260	Final Budget Actual Compare by FG	Report B250, sorted by Fund Group.	In the Fall, you can check your final budget numbers against prior year's final amounts. Detailed by Fund Group. Note that the factor that identifies the final budget is not applied until August or September.
Financial Planning REPTS	B310	Financial Account Inquiry by Dept	The report has budget planning amounts by account, object, project and DUO as well as workforce information including position number and last name of incumbent. Be careful to select only those accounts you want to see because this report is very detailed - selecting too many accounts may result in a long query time or an error message.	Run this report while budgeting to help gain detailed understanding of specified accounts.
	B320	Financial Account Inquiry Detail	This report has budget planning amounts on an account by account basis. Details include object, project and DUO as well as workforce information including position number and last name of incumbent. Notes and transfer information is included. Enter a 'timekey' for the date of extract from CPBS that you want to see, pages will break by account number.	Run this report while budgeting to help gain detailed understanding of specified accounts. Includes notes entered into CPBS.
	B330	Financial Account Inquiry Summary	This report uses the same parameters as the detail report but removes the account and workforce detail. The report is summarized at the Financial Report Code (FRC) Budget level.	This report is a roll up of the detail account report (B320), reported at the FRC budget level for all accounts specified.

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	B340	Transfer Report	The transfer report will list all transactions that are designated as being transfer by FRC Budget codes. This report may be used to verify inter-unit and university transfers. This report is limited to certain fund groups - 120, 125, 150, 160, 300, 310.	While budgeting, use this report to examine your transfer amounts within your unit and/or the university.
Financial Workforce REPTS	B410	Detail Workforce by Fund	Detail workforce report will list all budgeted workforce amounts by account fund group.	Use this report while budgeting to gain understanding of the effort or account distribution of your workforce.
	B420	Detail Workforce by Function	Detail workforce report will list all budgeted workforce amounts by account function group.	Use this report while budgeting to gain understanding of the effort or account distribution of your workforce.
	B430	Detail Workforce by Source	Detail workforce report will list all budgeted workforce amounts by account source group.	Use this report while budgeting to gain understanding of the effort or account distribution of your workforce.
Budget - Trustee - Final REPTS	B510	Current Budget Report	This report provides budgeted information from CPBS on a daily basis during the budget preparation period. You must select a "timekey" - the date of extract from CPBS that you wish to see. The report is the format used by the University Budget Office for reporting to the Board of Trustees, Please review this report once your budget is completed and prior to Budget Office review.	Run this report during the budgeting process and in mid-March when you have completed budgeting. This report is the basis for the Trustee budget narrative report.
	B520	Trustee or Final Budget	The Trustee or Final Budget will provide the information that was submitted and approved by the Trustees or, if selected, the Final Budget will the display the final approved budget with necessary adjustments. Reports can be limited to organization, department and fund groups which chow total resourced and resources ending with a net from operation.	Run these reports to see Trustee or Final reports for selected years. Cannot be run for current year until the factor that identifies Trustee (June or July) or Final Budget (Aug or Sept) has been applied.

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Fiscal Year Budget Plan REPTS	B810	Trustee or Final by Org/Fund	This report replaces the yellow report distributed at the end of the budget cycle by the University Budget Office. Expenditures on this report are reported by organization and fund group.	You may want to run this report at the end of the budget cycle to archive your data on paper or electronically.
	B820	Trustee or Final by Dept/Fund	This report replaces the yellow report distributed at the end of the budget cycle by the University Budget Office. Expenditures on this report are reported by department and fund group.	You may want to run this report at the end of the budget cycle to archive your data on paper or electronically.
	B830	Trustee or Final by Org/Function	This report replaces the yellow report distributed at the end of the budget cycle by the University Budget Office. Expenditures on this report are reported by organization and functional group.	You may want to run this report at the end of the budget cycle to archive your data on paper or electronically.
	B840	Trustee or Final by Dept/Function	This report replaces the yellow report distributed at the end of the budget cycle by the University Budget Office. Expenditures on this report are reported by department and functional group.	You may want to run this report at the end of the budget cycle to archive your data on paper or electronically.

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HR Workforce				
Budget Planning Effort REPTS	W010	Effort Distribution	This report details the job effort distribution by employee an planned jobs (vacant positions) on a selected PeopleSoft Unit or department. Annotations from CPBS for position, job and some calculations are included on this report.	Use this report during the budgeting process to verify the planned commitments on employees salaries. Once budgeting is completed, you may want to archive this report on paper or electronically for future usage.
	W020	Workforce Planning Position Detail	This report has position effort distribution within CPBS compared to that in PeopleSoft. Account, object, project DUO are included.	Use this report during the budgeting process to compare CPBS to current values in PeopleSoft.
	W030	Workforce Planning Posn with Notes	This report details planned compensation and planned FTE with current PeopleSoft amounts by position. Notes entered into CPBS related to the position are included.	Use this report during the budgeting process to compare CPBS to current values in PeopleSoft.
	W040	Workforce Planning Employee Detail	This report has employee effort distribution within CPBS compared to that in PeopleSoft. Employees names and effort distributions are included.	Use this report during the budgeting process to compare CPBS to current values in PeopleSoft.
	W050	Workforce Planning Employee Summary	This report has employee effort distribution within CPBS compared to that in PeopleSoft. Employees names and total salaries are included.	Use this report during the budgeting process to compare CPBS to current values in PeopleSoft.
Workforce Acct Inquiry REPTS	W100	Workforce Account Inquiry Detail	The report has details on the planned commitments for employees salaries within CPBS by job function and account number.	Use this report during the budgeting process to verify the planned commitments on employees salaries.
	W110	Workforce Account Inquiry Summary	The report summaries the detail report by job function.	Use this report during the budgeting process to get totals by job functions. This report summarizes report W100.
Budget Dist Load REPT	W210	Budget Distribution Load Report	Running this report will return all workforce records in selected units that have the current distribution load flag set to Y and also have a difference in current planned labor distribution in CPBS when compared to current actual PeopleSoft labor distribution.	

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HR SIP				
SIP Roster REPORT	S010	SIP Roster	This report will produce a roster of all employees within a unit of department. Only those records flagged as SIP eligible or "W" (Not evaluated) are in the report.	Use this report at the start of the SIP process to identify all those employees who are eligible to receive an award. To see all employees, eligible or not, remove the limit within the result set.
SIP Awards & Changes REPTS	S120	SIP Awards	This report details merit, increase to minimum, equity and deferred SIP awards that have been entered into CPBS. Percent increase and the new compensation rate are calculated for employees.	Use this report to verify the SIP awards, once entered into CPBS, for the upcoming fiscal year.
	S130	SIP Impact on Commitment	This report details the impact that SIP awards and other factors will have on your budgeted job commitments.	Use this report to see how your SIP awards will impact the budgeted commitments on accounts.
	S140	Change in Records	The report shows records which have been flagged with a C (change in salary, FTE or standard hours) or M (missing from PeopleSoft) that have SIP awards.	Use this report during the process of applying SIP awards in CPBS. It can help determine if there are employees who have circumstances where a SIP is inappropriate or should be recalculated.