

Management Reports & Budget Bites

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Budget Management Reports

NEW PEOPLESOFT REPORTS !

1. Budget Overview
2. Cost Center Information
3. Cost Center Deficit Balances
4. Employee and Position Roster
5. Open Purchase Orders
6. Sponsored Projects
7. Project Statement

Budget Office Joint Project

- University of Texas System
- UT San Antonio
- Other UT Share Institutions

Timeline

- Project Kick-Off June 2024
- Weekly planning and development meetings



Project Goals and Development Team

- Project Goals
 - Develop reports to support effective budget management
 - Present data more efficiently
 - Reduce or eliminate the need for queries and manual data consolidation
- UT San Antonio Development and Testing Team
 - Back Office: Budget, Controller, Business Information Systems (BIS), Financial Information Systems (FIS), Purchasing, Grants & Contracts Financial Services
 - Front Office: Provost Office, College and VP Financial Leads

Report: Budget Overview

- Same data as seen in the PeopleSoft Budget Overview
- Budget, carry forward, and transfer amounts
- Actual revenues, expenses, and encumbrances
- Budget balance and % available
- Drill down capabilities on expenses, purchase orders, transfers,
- Newly available data –
 - Budgetary account activity plus GL account code roll up
 - Salary and wage information (HPY journals plus personnel detail, by pay period)
 - Budget adjustment drill down to journal details

Report: Cost Center Information / Deficit Balances

- Cost Center Information -
 - Department Tree information (Executive and Division Levels)
 - Cost Center chartfield string
 - SAHARA department managers
- Deficit Balance Report -
 - Budget and actual data on cost centers with a negative budget balance
 - Links back to budget overview report for drill down

Report: Employee and Position Roster

- Department summary of faculty, staff and student employee headcount
- Vacant position details including budgeted salary
- Filled employee information including
 - Position details, FTE, monthly and annual rates, and budgeted salary
 - Current funding source
 - Budgeted salary details, per the Department Budgetary Table (DBT)

Report: Open Purchase Orders

- Vendor information
- PO amounts, including paid and outstanding balances
- Budget and expense accounts
- Order description

Report: Sponsored Projects and Project Statement

- Similar to Budget Overview Report, but for projects
- Lists principal investigators for each project
- Provides sponsor details
- Award begin and end dates
- F&A rate
- Budgeted, expended, and encumbered amounts
- Percent completion

Next Steps

- Developing training materials and videos
- Schedule recurring training sessions to walk through each report
- Set up access for college and vice president financial leads
 - Expanded access to be discussed for future roll out
- Start using the new reports!

Questions?

Budget Bites

Training Opportunity – Budget Topics

- Monthly 30-Minute Virtual Training
- Sessions Include Specific Training Topic
 - Tips and Tricks
 - Process Reminders
 - Expert Guidance
- Bring Your Budget Related Questions



Budget Bites Training Topics

Date	Budget Topic
June 17, 2025	Position Funding (eForms): Understanding Dates
July 15, 2025	Position Funding (eForms): Reviewing Impact of Two DBTs on One Position
August 19, 2025	Budget Transfers: Process and Year-End Implications
September 17, 2025	Hyperion: Budget Changes
October 21, 2025	Budget Transfers: Avoid Comingling Funding Sources
November 18, 2025	Position Funding (eForms): Holidays and Late Submissions
December 16, 2025	Position Funding (eForms): Process Challenges such as Insufficient Funding and Routing Multiple eForms
January 13, 2026	Budget Adjustments: Process and Timing by Fund Type

Next Steps

- Register through MyTraining web portal
- Email budget@utsa.edu to offer topic ideas for future sessions
- Remember to provide feedback at each session

“We can’t wait to see you there – let’s grow our skills together!”

Questions?