Reports & Resources
Rosanna Brewster, Senior Budget Analyst
Agenda

Reports & Resources
Budgets Overview
Budget Transfers / Cost Corrections
Position Funding (eForms)
Budget Adjustments
Key Objectives

To provide a list of key reports that are highly recommended for budget and actual reviews:

• Ending Balance Report
• Official Budgeted Position Report
• Payroll Distribution Report
• Salary Encumbrance Report
Ending Balance Report

Includes original budget, budget adjustments/transfers, actuals, encumbrances and budget balances by cost center

• Budget office staff email report to college/vice president (VP) financial leads on a monthly basis
• Highlights cost centers with deficit balances
• Ties to the Budgets Overview information in PeopleSoft
Only consists of positions included in the original budget

- During the annual budget development process in Hyperion, financial leads from each area document the positions that are funded in the permanent budget
- Budget office staff email the final official budgeted position lists (after the budget is finalized) to college/VP financial leads
Payroll Distribution Report

Includes current salary, taxes and fringe benefit expenditure data

- Emailed on a monthly basis from Business Information Services (BIS)
  - HCM002: Sent to department managers only
  - HCM003: Sent to financial leads / Business Service Center staff

Note: both reports include the same data, with different distribution lists

To request distribution, submit a Service Now Ticket through Tech Café
Salary Encumbrance Report

Includes the total annual salary reserved (encumbered) for future salary expenses

- Business Service Center staff should have ability to run this report
  - To request access, submit a Service Now Ticket through Tech Café

- Coming soon: Quick Reference materials will be added to the Resources page on the Budget office website to provide guidance on running the report
Key reports listed below are either automatically emailed through established distribution lists or can be run by BSC staff.

Reports recommended for use during budget and actual reviews are

• Ending Balance Report
• Official Budgeted Position Report
• Payroll Distribution Report
• Salary Encumbrance Report
Contact Us

If you have questions, you can contact us at

Budget and Financial Planning
Email: budget@utsa.edu
Microsoft Teams