



# Reports & Resources

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# Agenda

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# Key Objectives

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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

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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

# Official Budgeted Position Report

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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

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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

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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

# Summary

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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

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If you have questions, you can contact us at

[Budget and Financial Planning](#)

Email: [budget@utsa.edu](mailto:budget@utsa.edu)

Microsoft Teams

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