



THE UNIVERSITY *of* MONTANA WESTERN



# FinanceHUB Reports Guide

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Acronyms to note: BPA stands for Budget, Planning and Analysis Office.

## Icon Index:

 Waffle Icon

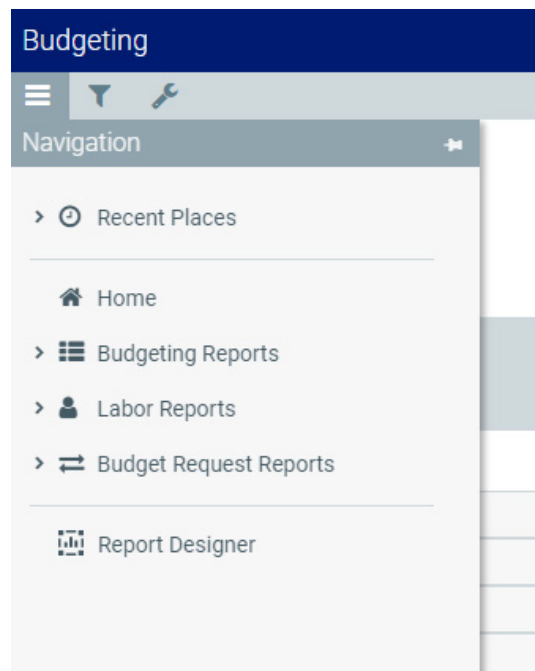
 Hamburger Stack

 Bell Notification

 In order: File Attachments, Messages, Tools

## Reports:

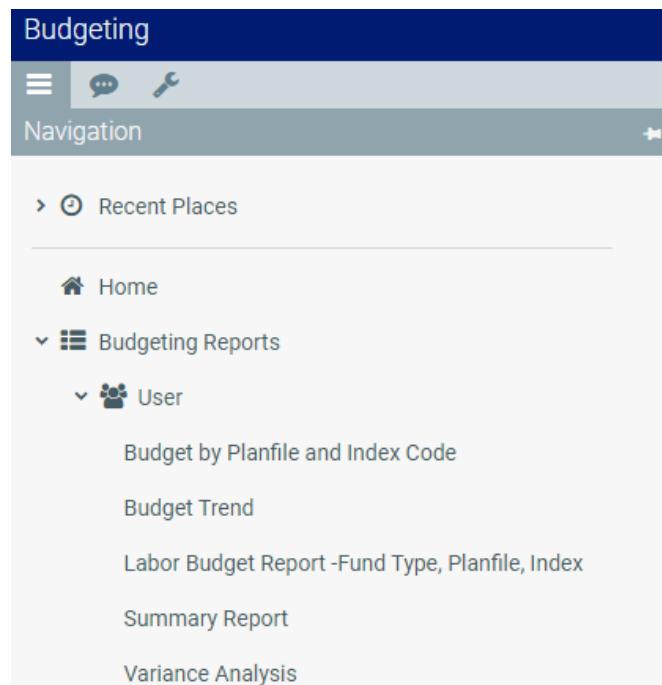
- Reports are accessed by clicking on the  **Hamburger Stack**.



- The reports can be accessed when you are on the FinanceHUB home page or the Budgeting home page.

## Budgeting User Reports:

- User Reports are custom reports for budget or labor. Click on the hamburger stack to open Navigation, expand Budgeting Reports and then User Reports.



**Budget by Planfile and Index Code:** After clicking on the report in the navigation menu, a report will open for All Plan Files, All Index Codes. Use the funnel to filter the report.

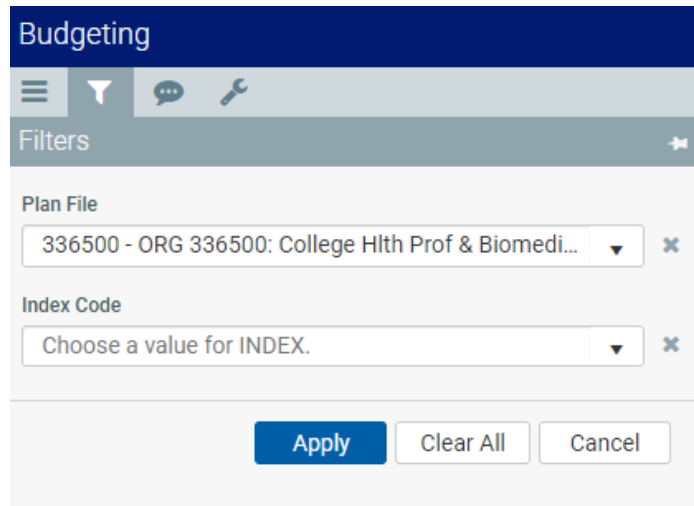
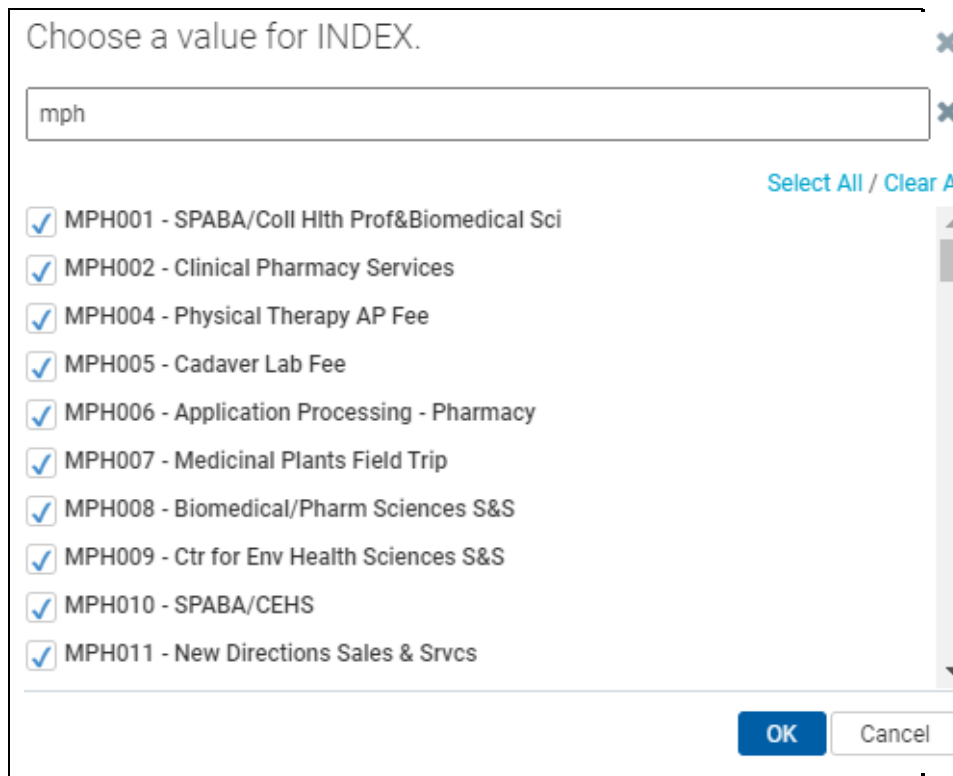


Figure 1

- Select your Planfile, or filter by index. Click on the down arrow to select one or many index codes. In the search box, type in your index or the first 3 letters of any index.



Example: Type in “MPH” and then click on “Select All”. Click OK.

Then Click Apply in the Filters section shown above. (Figure 1)

All of the indexes that start with MPH will show in your report.

## Budget Report by Planfile and Index Code(s)

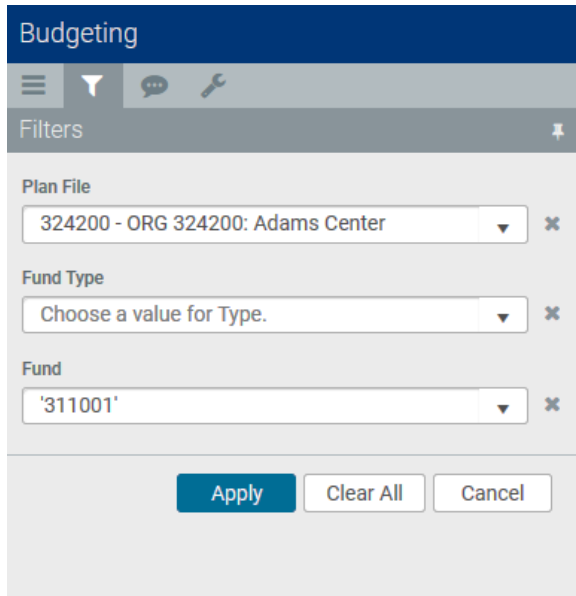
Selected Plan File: ORG 336500: College Hlth Prof & Biomedical Sci, Selected Index Code(s): 'MPH001';'MPH002';'MPH004';'MPH005';'MPH006';'MPH007';'MPH008';'MPH009';'MPH010';'MPH011';'MPH012';M

## Budget Trend:

- Not really ready for Primetime. Once FY22 budget is loaded, this report will make more sense.

## Summary Report:

- The summary report will default with all funds, all fund types and all Planfiles for which a user has access. Using the funnel, you can filter the report.
- Using the filters below will filter expenses and budget for just the General fund within a Planfile.



The screenshot shows a 'Budgeting' application window with a 'Filters' panel. The panel contains three dropdown menus: 'Plan File' with the value '324200 - ORG 324200: Adams Center', 'Fund Type' with the value 'Choose a value for Type.', and 'Fund' with the value ''311001''. Below the filters are three buttons: 'Apply' (highlighted in blue), 'Clear All', and 'Cancel'.

- Click "Apply". This report can be helpful to check your that you have not exceeded your allocation.
- Note: Transfers are included in this report and is useful report to attach/submit to Sector Manager with your labor detail (see Labor reports).

## Variance Analysis: UNDER CONSTRUCTION

## Labor Reports:

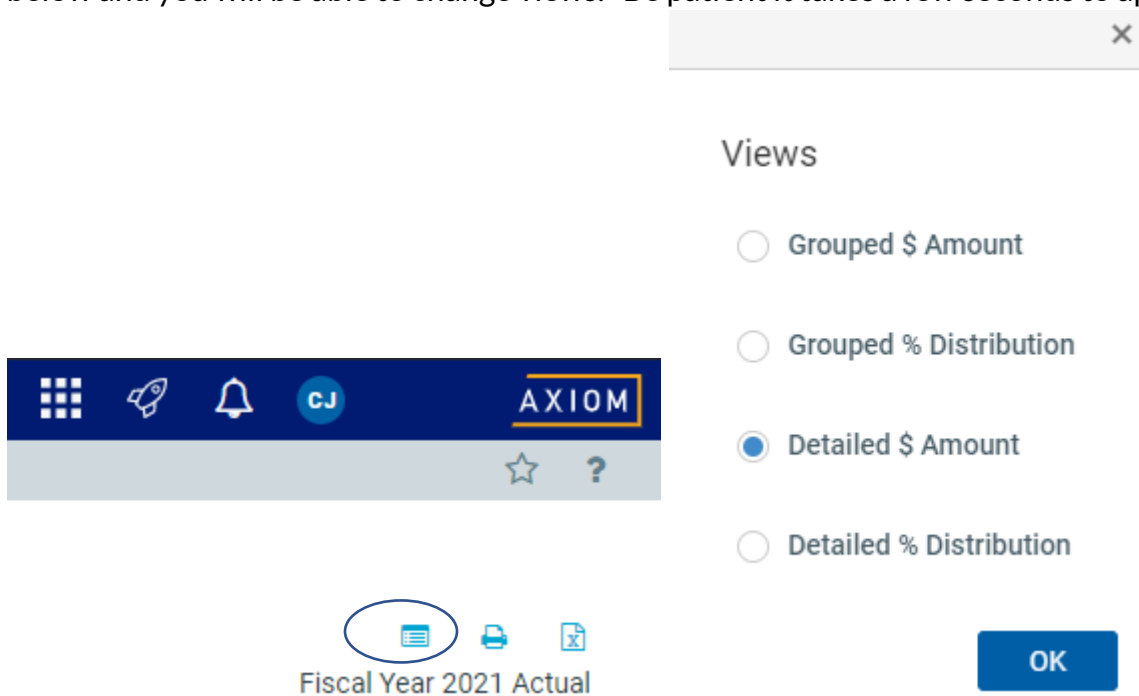
- These reports are found under Labor Reports in the Navigation section.



### Drill Targets (Position Drill): Under construction

### Employee Effort Distribution:

- This report is for Actual Expenses. Filter to 2021 and your Planfile. Click on the icon circled below and you will be able to change views. Be patient it takes a few seconds to appear.

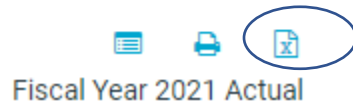


Click on the Detailed \$ Amount and then OK.

The detailed \$ Amount will show the gross pay per month by Fund for the year selected:

Position	Employee	Fund	Jul	Aug
	Current Unrestricted - FCES	111000 - General Operating	\$3,190.00	\$2,944.66
	Designated - UMM	338100 - Grant and Contract Leave P	\$0	\$245.39
	Restricted Spon Prog - UMM	365197 - FY20 McIntire-Stennis Adm	\$1,063.33	\$736.17
	Restricted Spon Prog - UMM	365243 - FY21 McIntire-Stennis Adm	\$0	\$0

There is also an export to excel option.

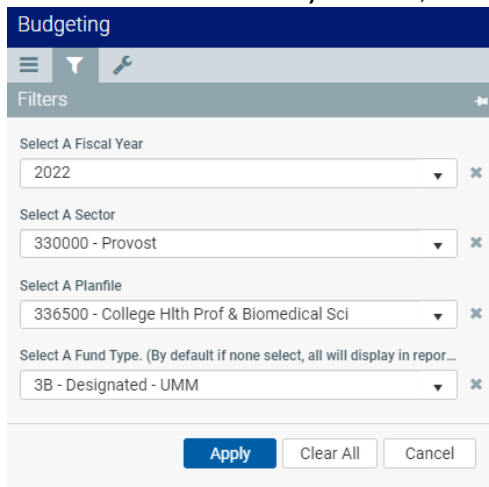


### Labor Budget Report – Fund Type, Planfile, Index:

- Report opens with all Planfiles for which the user has access.



- Click on the funnel to filter by Sector, Planfile and Fund Type. Click Apply.



- The name of the incumbent will appear for single positions and budgeted pooled positions will show below with the FTE, salary, benefits and totals after those amounts have been entered and saved.

### Labor Budget Report for Fiscal Year 2022

[Export to Excel](#)

Planfile	Fund Type/Index POSN	Incumbent	Dist. %/FTE	Salary	Benefits	Total
	MDS824	Corner Store				
	P100640	██████████	0.00	22,617	13,417	36,034
	P100740	██████████	1.00	27,773	17,786	45,559
	P102200	No Employee Assigned	1.00	22,908	16,886	39,794
	P102860	██████████	1.00	-	-	-
	P117540	██████████	1.00	45,916	21,142	67,059
	PNWSS09		4.46	83,600	2,057	85,657
Subtotal for MDS824: Corner Store			8.46	202,814	71,288	274,103

- There is an export to Excel feature that will export the data from the report as it is filtered to excel.

### Labor Dashboard: Under construction.

### Labor Expense Snapshot:

- Filter by clicking on the funnel and selecting Year, Budget or Actual and a Planfile. This will only show Planfiles for which you have access.

## Budgeting

☰ 🔍 💬 🔧

**Filters** ➡

Select Year

2022
▼
✕

Budget or Actual

Budget
▼
✕

Select Plan File

336500 - ORG 336500: College Hlth Prof & Biomed...
▼
✕

Apply

Clear All

Cancel

- Provides a good list of budgeted single positions (does not include pooled positions)



- Billed Department positions represents shared positions.

## Labor Variance Analysis:

- Shows Labor budget for Planfiles for which you have access.

Select Year and Month. June will give you Totals for Year.

- Move your mouse over to the Plan File box and a magnifying glass will appear.
- Click on that to open.
- A window will open that shows Position Detail.
- Total for Position Detail is the Salary Budget Total for positions that are not “Shared Positions” on your Position Planning page in the Labor Planning module. Note: View FTE is not available.

Position Detail:

[Export to Excel](#)  View Salary \$  View FTE

Position ID	Salary Budget		
	Home	Shared	Total
<b>Faculty : Faculty</b>			
Q P060410	\$30,422	\$43,760	\$74,182
Q P060500	\$34,298	\$47,716	\$82,014
<b>Total Faculty : Faculty</b>	<b>\$64,720</b>	<b>\$91,476</b>	<b>\$156,196</b>
<b>ContractProf : Contract Professional</b>			
Q P058770	\$52,080	\$0	\$52,080
Q P292580	\$27,448	\$27,735	\$55,183
<b>Total ContractProf : Contract Professional</b>	<b>\$79,528</b>	<b>\$27,735</b>	<b>\$107,263</b>
<b>Classified : Classified Staff</b>			
Q P070170	\$32,896	\$0	\$32,896
Q P408040	\$28,341	\$18,581	\$46,923
<b>Total Classified : Classified Staff</b>	<b>\$61,237</b>	<b>\$18,581</b>	<b>\$79,819</b>

Add totals for Positions that are not in the Shared Positions Section.

\$156,196  
 \$107,263  
\$79,819  
\$343,278

Position	Employee	Jun 2022	FY22 YTD thru Jun
<b>Plan File Total</b>			
	Actual	\$0	\$0
	Budget	\$28,606.47	\$343,277.65
	<b>Variance</b>	<b>\$(28,606.47)</b>	<b>\$(343,277.65)</b>

### Position Detail:

- This report provides only budget detail for a certain position. Select Year, Budget and then type to search for a position.

**Filters** ✖

Select Year  
 ✖

Select Budget or Actual  
 ✖

Select Position  
 ✖

P014200 - Prof/Anthro

P014250 - Prof/Anthro

P014200 - Prof/Anthro

It will show the detail for how the position is budgeted.

## Position Detail

Position: P070210 - Academic Advisor II/For

<b>Employee ID:</b> _	<b>Base Salary:</b> \$34,287.00
<b>Name:</b> No Employee Assigned	<b>Merit Adjustment:</b> \$0.00
<b>Start Date:</b> 7/1/2020	<b>Salary Adjustments:</b> \$0.00
<b>End Date:</b>	<b>Projected Salary:</b> \$34,287.00

ACCT		ORGN	
61125	Classified Employee	334520	College of Forestry & Conservation
61403	Group Insurance	334520	College of Forestry & Conservation
61499	Benefits-General	334520	College of Forestry & Conservation

### Position Total

% Distribution	Total Salary	Total Benefits
72.7%	\$24,938.99	\$0.00
0.0%	\$0.00	\$6,691.44
0.0%	\$0.00	\$4,613.76
<b>72.7%</b>	<b>\$24,938.99</b>	<b>\$11,305.20</b>

If you have questions, please call the Budget, Planning & Analysis Office at 243-6340 or email [financehub@umontana.edu](mailto:financehub@umontana.edu). Thank you.