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

**Icon Index:**

- Waffle Icon
- Hamburger Stack
- Bell Notification

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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.

- 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 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.

![Budgeting Filters](image)

- Click “Apply”. This report can be helpful to check 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.

![Labor Reports](image)

**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.

![Views](image)

Click on the Detailed $ Amount and then OK.
The detailed $ Amount will show the gross pay per month by Fund for the year selected:

<table>
<thead>
<tr>
<th>Position</th>
<th>Employee</th>
<th>Fund</th>
<th>Jul</th>
<th>Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Current Unrestricted - FCES</td>
<td>$3,150.00</td>
<td>$2,944.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designated - UMM</td>
<td>$0</td>
<td>$245.39</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Restricted Spon Prog - UMM</td>
<td>$1,063.33</td>
<td>$736.17</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Restricted Spon Prog - UMM</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

There is also an export to excel option.

Fiscal Year 2021 Actual

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**

<table>
<thead>
<tr>
<th>Planfile</th>
<th>Fund Type/Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDS824</td>
<td>Corner Store</td>
</tr>
<tr>
<td>P100040</td>
<td></td>
</tr>
<tr>
<td>P100140</td>
<td></td>
</tr>
<tr>
<td>P102200</td>
<td></td>
</tr>
<tr>
<td>P102890</td>
<td></td>
</tr>
<tr>
<td>P117540</td>
<td></td>
</tr>
<tr>
<td>P119500</td>
<td></td>
</tr>
</tbody>
</table>

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.

• 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:

- This report provides only budget detail for a certain position. Select Year, Budget and then type to search for a position.
It will show the detail for how the position is budgeted.

Position Detail
Position: P070210 - Academic Advisor II/For

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>Base Salary: $34,287.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>No Employee Assigned</td>
</tr>
<tr>
<td>Start Date:</td>
<td>7/1/2020</td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
<tr>
<td>Merit Adjustments:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Salary Adjustments:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCT</th>
<th>ORGN</th>
</tr>
</thead>
<tbody>
<tr>
<td>61125</td>
<td>Classified Employee</td>
</tr>
<tr>
<td>61403</td>
<td>Group Insurance</td>
</tr>
<tr>
<td>61499</td>
<td>Benefits-General</td>
</tr>
<tr>
<td>334520</td>
<td>College of Forestry &amp; Conservation</td>
</tr>
</tbody>
</table>

Position Total

<table>
<thead>
<tr>
<th>% Distribution</th>
<th>Total Salary</th>
<th>Total Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>72.7%</td>
<td>$24,938.99</td>
<td>$0.00</td>
</tr>
<tr>
<td>0.0%</td>
<td>$0.00</td>
<td>$6,691.44</td>
</tr>
<tr>
<td>0.0%</td>
<td>$0.00</td>
<td>$4,613.76</td>
</tr>
</tbody>
</table>

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