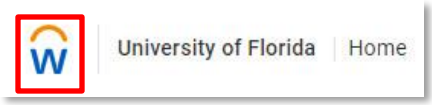
Reports

This guide will cover how to use Reports to review and make corrections to the budget input before submitting a budget.

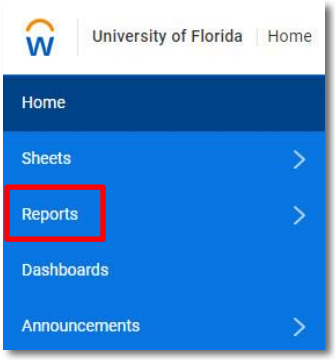
Several Reports have been pre-built and are available for users to validate units' data input during the All Funds Budget cycle.

Accessing Reports

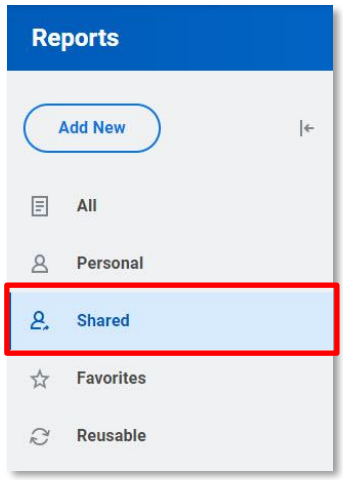
To access the Reports, first click the **W** button.



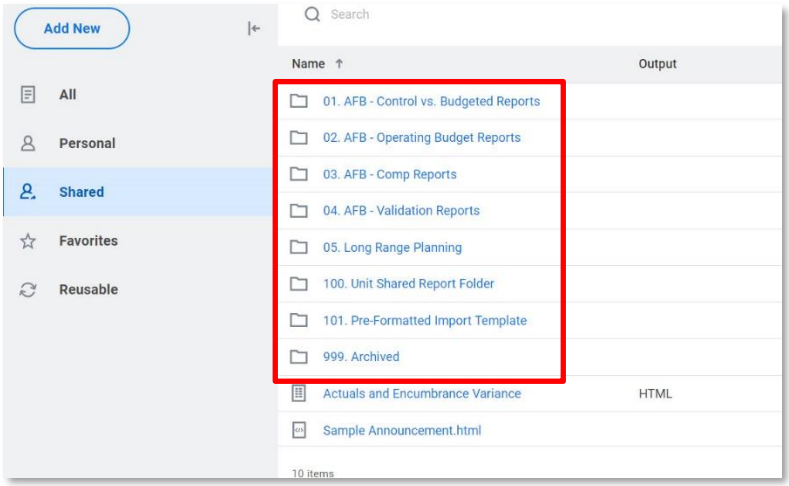
In the Navigation Menu, click **Reports**.



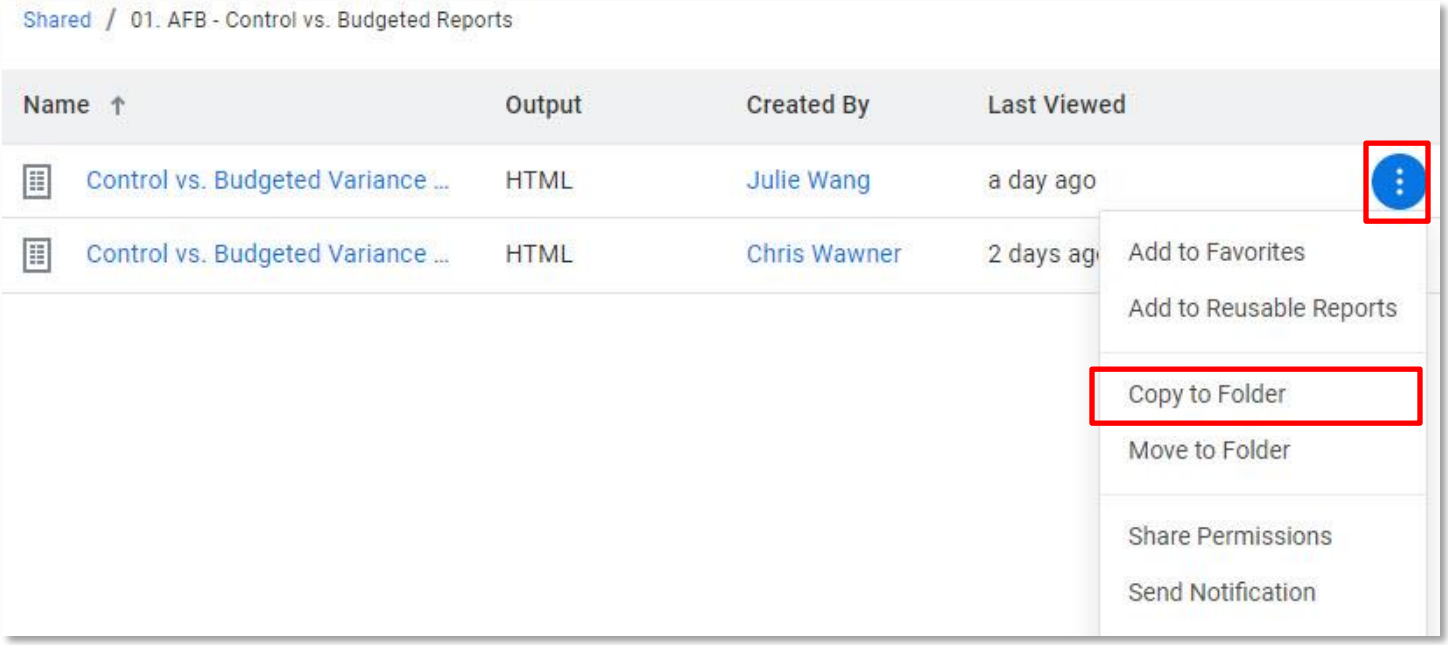
Click **Shared**.



Inside each of these folders are the Reports.



After clicking on a folder, you can save a copy of each Report to your personal folder to edit by clicking the **three dots** icon next to a Report and selecting **Copy to Folder** in the dropdown.

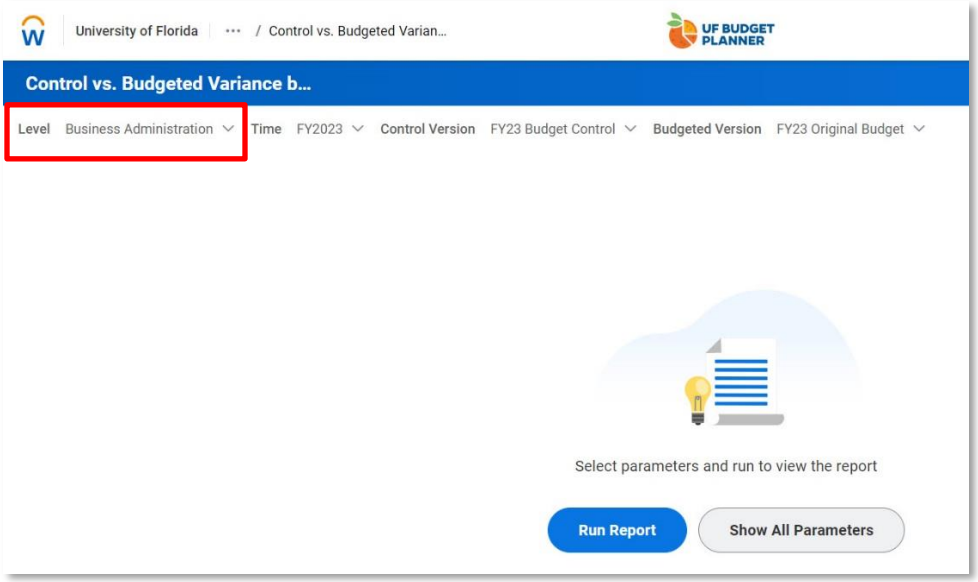


The folder Unit Shared Report Folder allows you to share Reports with other units/users.

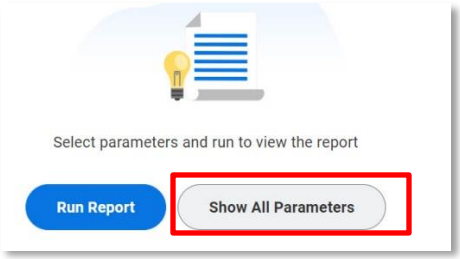
How To Use Reports

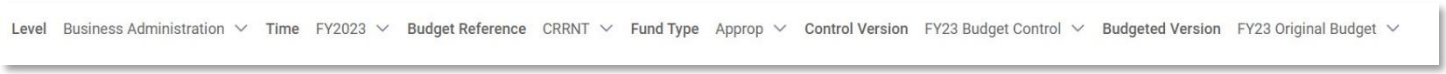
The following section will describe some key functions in using Reports.

When you click on a Report, the window below will populate. The **Level** is defaulted to the one that you have access to. The elements shown here are parameters. You can change the selections based on your needs.

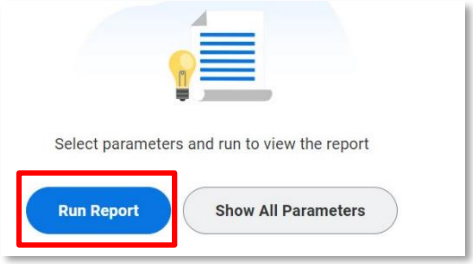


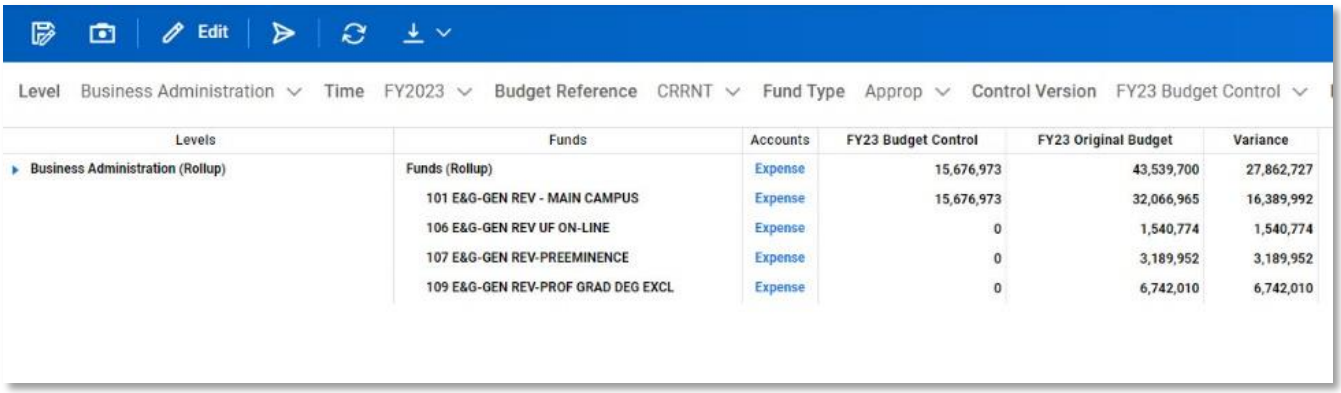
Click **Show All Parameters** and all elements that are set as parameters will appear.





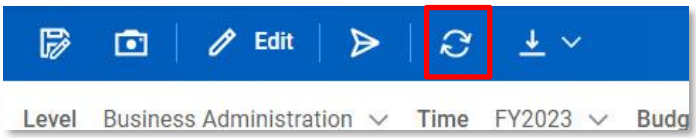
Click **Run Report**. The Report will run in a few seconds. It's defaulted to run at rollup level.





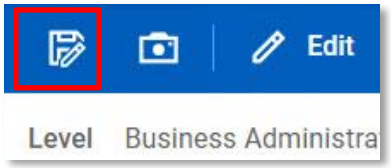
Levels	Funds	Accounts	FY23 Budget Control	FY23 Original Budget	Variance
Business Administration (Rollup)	Funds (Rollup)	Expense	15,676,973	43,539,700	27,862,727
	101 E&G-GEN REV - MAIN CAMPUS	Expense	15,676,973	32,066,965	16,389,992
	106 E&G-GEN REV UF ON-LINE	Expense	0	1,540,774	1,540,774
	107 E&G-GEN REV-PREEMINENCE	Expense	0	3,189,952	3,189,952
	109 E&G-GEN REV-PROF GRAD DEG EXCL	Expense	0	6,742,010	6,742,010

If you update the sheets, the Report will update when you click the refresh icon.

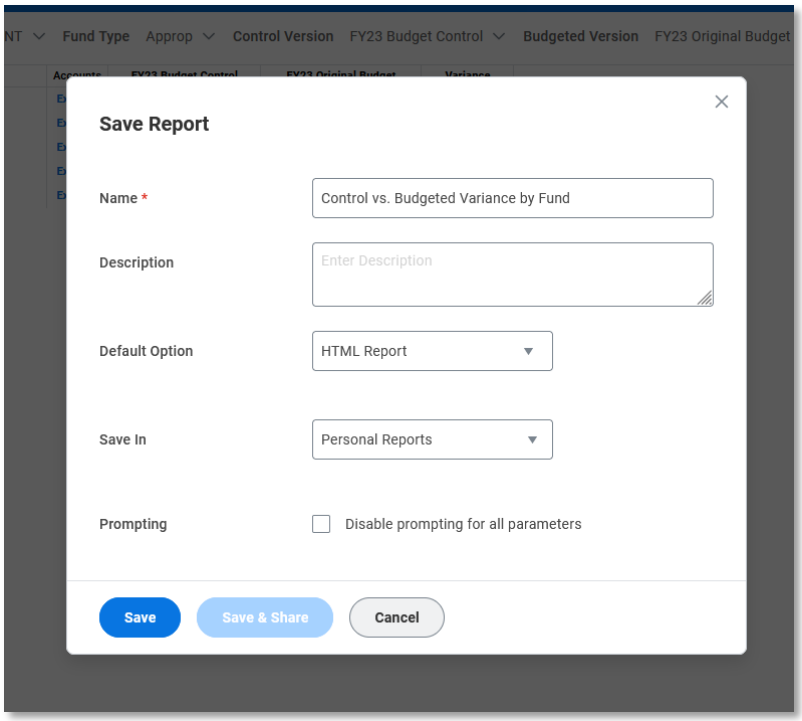


Saving a Report

You can save a Report to your Personal folder by clicking **Save** button.



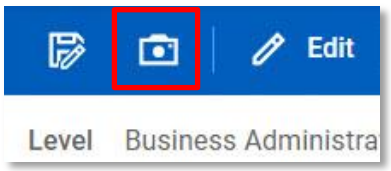
The Save Report menu appears. By default, the name of the Report you are copying is populated in the Name field, but you can change it. You can enter an optional description, which will appear when you hover over the name of the Report. Specify the type of Report you are creating from the Default Option drop-down menu: HTML, PDF, or Excel. Finally, choose the folder in which to save the Report. Then click Save.



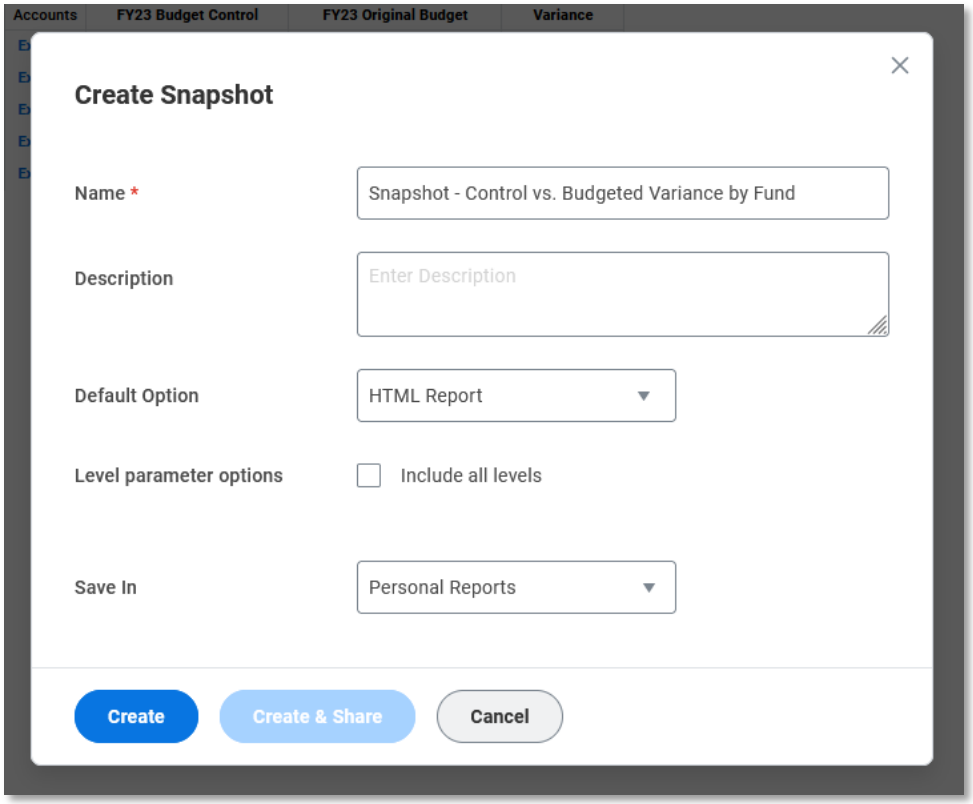
Take a Snapshot

A Snapshot Report is a static image of a Report that records information for a specific moment in time. You can save a Snapshot Matrix Report in HTML, Excel, and PDF formats.

Click the **Snapshot** icon in the top left corner.

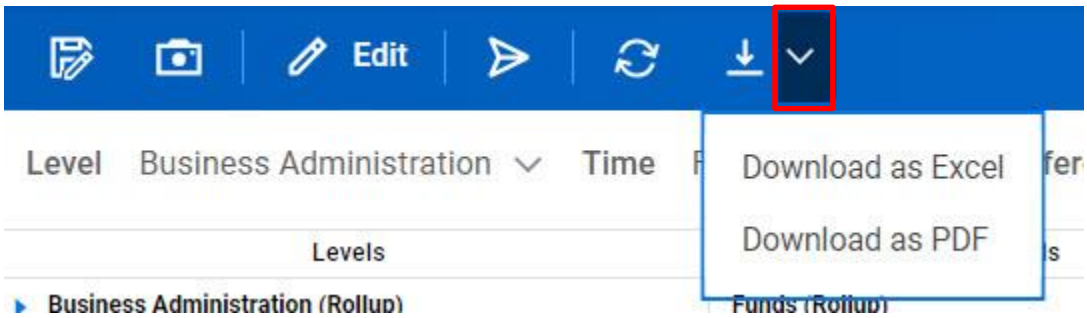


The Create Snapshot menu appears. The process to save a Snapshot is the same as saving a Report to personal folder (see above). By clicking Create, a snapshot is created and saved in the folder the user picked.



Downloading a Report

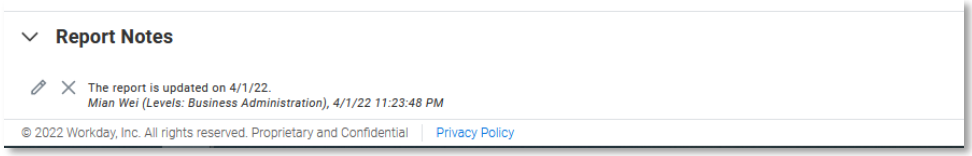
By clicking on the **arrow** next to the download button you can download the Report you are viewing as an Excel spreadsheet or a PDF.



Add Notes to a Report

By clicking the **Notes** Icon on the top right corner, the user can add notes to the Report.

The note will show at the bottom of the Report.

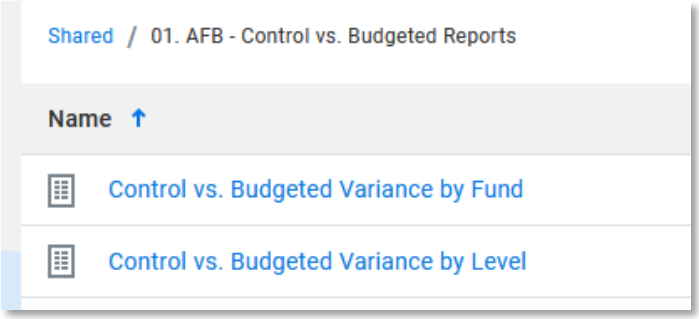


Types of Reports

Under each folder are Reports with different functions. The following section will describe what the Reports in each folder do.

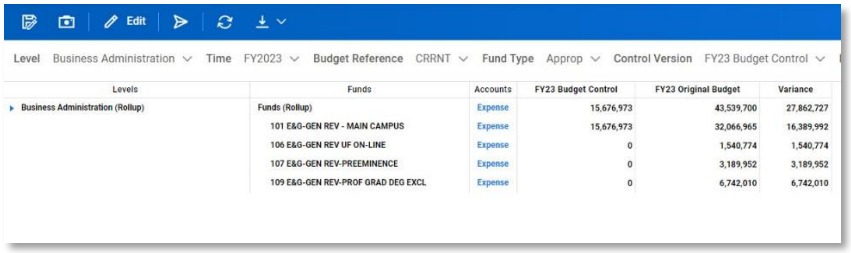
AFB – Controls vs. Budgeted Reports

There are two Reports in the AFB-Control vs. Budgeted Reports folder. By running these two Reports, the college budget officer will get real-time information regarding the variance between budgeted amount and control amount.



Control vs. Budgeted Variance by Fund

This Report shows the variance at detailed fund level.

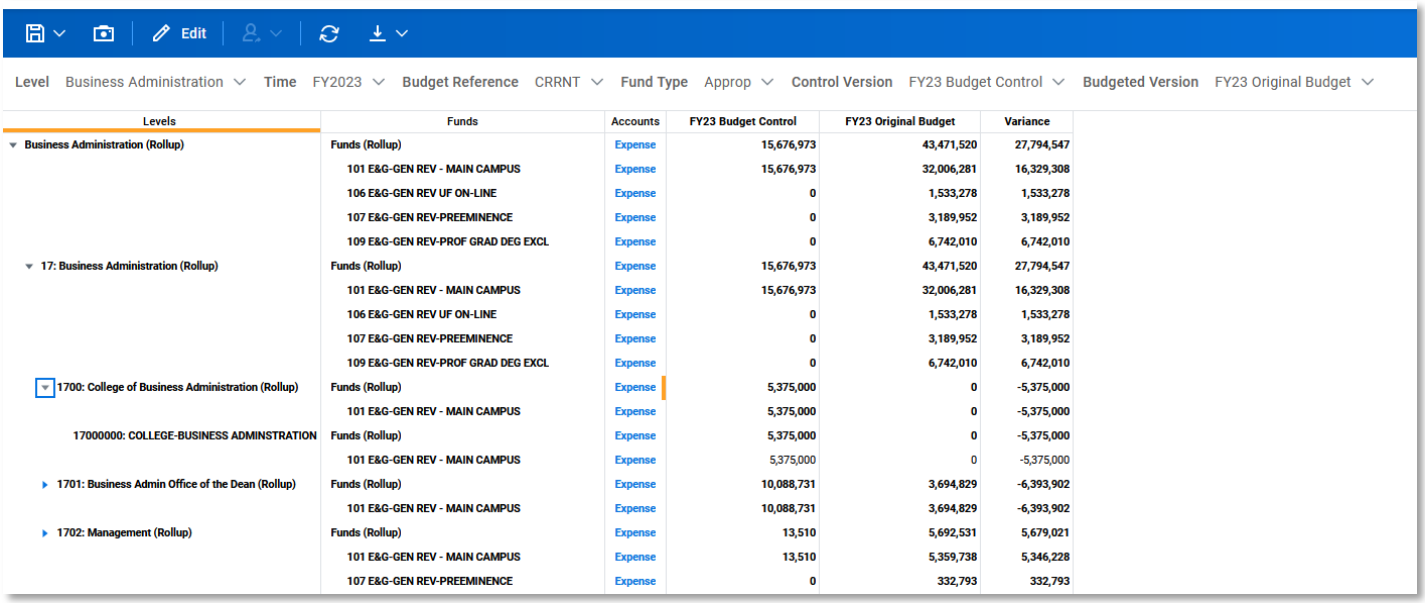


Levels	Funds	Accounts	FY23 Budget Control	FY23 Original Budget	Variance
Business Administration (Rollup)	Funds (Rollup)	Expense	15,676,973	43,539,700	27,862,727
	101 E&G-GEN REV - MAIN CAMPUS	Expense	15,676,973	32,066,965	16,389,992
	106 E&G-GEN REV UF ON-LINE	Expense	0	1,540,774	1,540,774
	107 E&G-GEN REV-PREEMINENCE	Expense	0	3,189,952	3,189,952
	109 E&G-GEN REV-PROF GRAD DEG EXCL	Expense	0	6,742,010	6,742,010

Drilling down

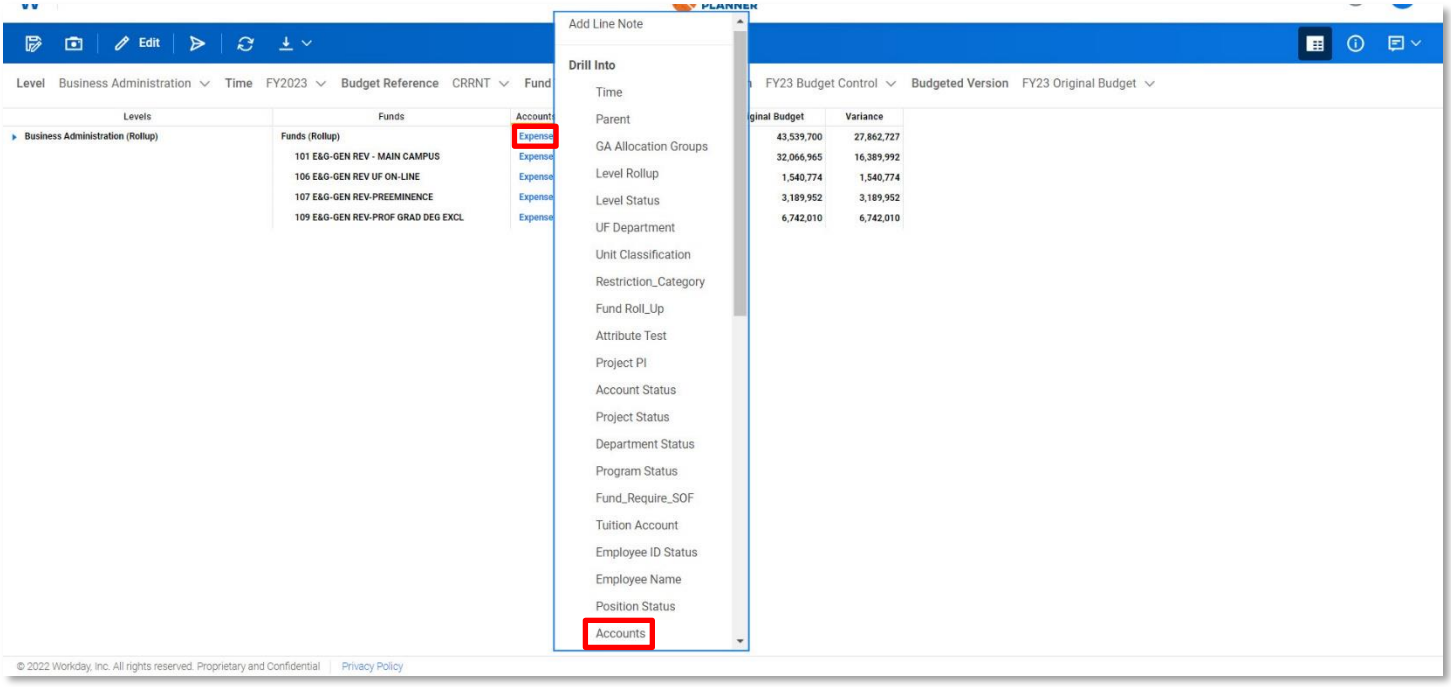
Click the **blue triangle** icon in front of "Business Administration (Rollup)".

The Report will give you low level details from two-digit level to eight-digit level.

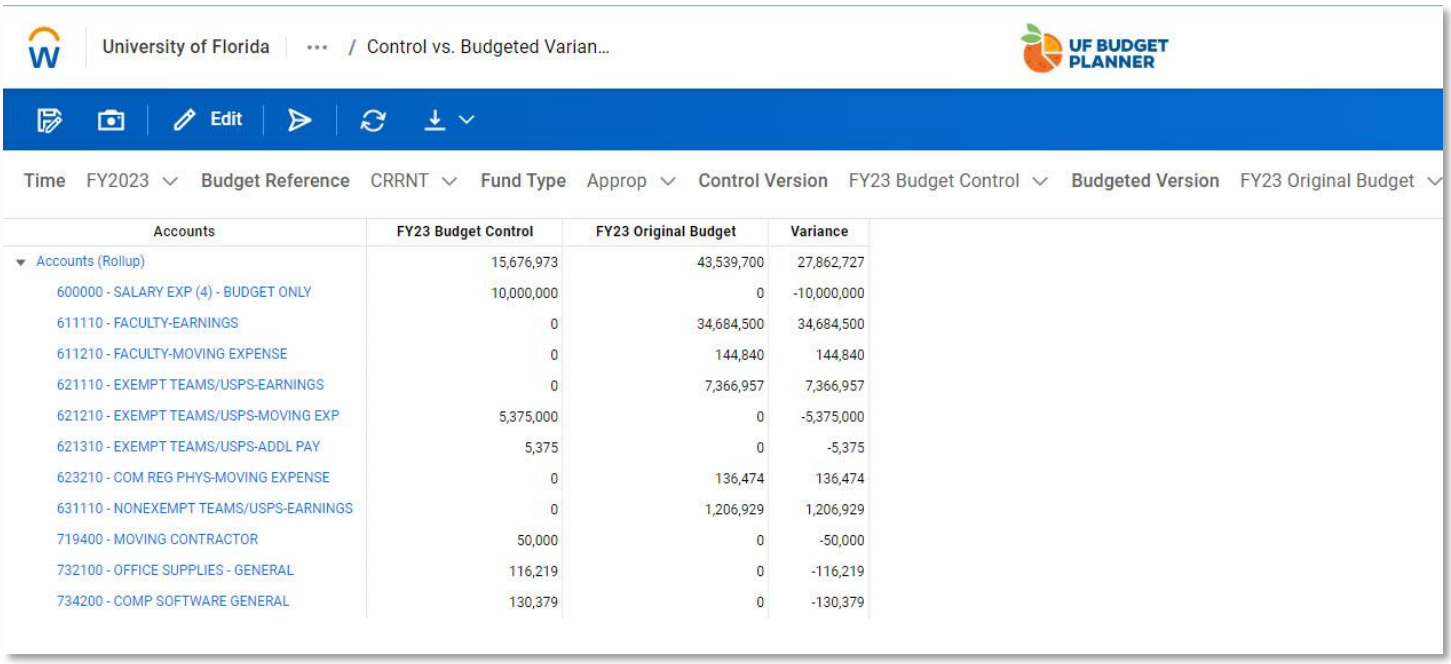


Levels	Funds	Accounts	FY23 Budget Control	FY23 Original Budget	Variance
Business Administration (Rollup)	Funds (Rollup)	Expense	15,676,973	43,471,520	27,794,547
	101 E&G-GEN REV - MAIN CAMPUS	Expense	15,676,973	32,006,281	16,329,308
	106 E&G-GEN REV UF ON-LINE	Expense	0	1,533,278	1,533,278
	107 E&G-GEN REV-PREEMINENCE	Expense	0	3,189,952	3,189,952
	109 E&G-GEN REV-PROF GRAD DEG EXCL	Expense	0	6,742,010	6,742,010
17: Business Administration (Rollup)	Funds (Rollup)	Expense	15,676,973	43,471,520	27,794,547
	101 E&G-GEN REV - MAIN CAMPUS	Expense	15,676,973	32,006,281	16,329,308
	106 E&G-GEN REV UF ON-LINE	Expense	0	1,533,278	1,533,278
	107 E&G-GEN REV-PREEMINENCE	Expense	0	3,189,952	3,189,952
	109 E&G-GEN REV-PROF GRAD DEG EXCL	Expense	0	6,742,010	6,742,010
1700: College of Business Administration (Rollup)	Funds (Rollup)	Expense	5,375,000	0	-5,375,000
	101 E&G-GEN REV - MAIN CAMPUS	Expense	5,375,000	0	-5,375,000
17000000: COLLEGE-BUSINESS ADMINSTRATION	Funds (Rollup)	Expense	5,375,000	0	-5,375,000
	101 E&G-GEN REV - MAIN CAMPUS	Expense	5,375,000	0	-5,375,000
1701: Business Admin Office of the Dean (Rollup)	Funds (Rollup)	Expense	10,088,731	3,694,829	-6,393,902
	101 E&G-GEN REV - MAIN CAMPUS	Expense	10,088,731	3,694,829	-6,393,902
1702: Management (Rollup)	Funds (Rollup)	Expense	13,510	5,692,531	5,679,021
	101 E&G-GEN REV - MAIN CAMPUS	Expense	13,510	5,359,738	5,346,228
	107 E&G-GEN REV-PREEMINENCE	Expense	0	332,793	332,793

Click the **Expense** link in the Accounts column to open a dropdown menu. This will allow you to drill into the details. Select **Accounts** from the dropdown.



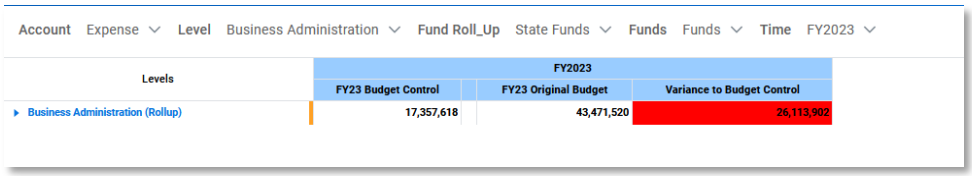
As an example, when you click Accounts, detailed expense information will appear like in the screenshot below.



Accounts	FY23 Budget Control	FY23 Original Budget	Variance
Accounts (Rollup)	15,676,973	43,539,700	27,862,727
600000 - SALARY EXP (4) - BUDGET ONLY	10,000,000	0	-10,000,000
611110 - FACULTY-EARNINGS	0	34,684,500	34,684,500
611210 - FACULTY-MOVING EXPENSE	0	144,840	144,840
621110 - EXEMPT TEAMS/USPS-EARNINGS	0	7,366,957	7,366,957
621210 - EXEMPT TEAMS/USPS-MOVING EXP	5,375,000	0	-5,375,000
621310 - EXEMPT TEAMS/USPS-ADDL PAY	5,375	0	-5,375
623210 - COM REG PHYS-MOVING EXPENSE	0	136,474	136,474
631110 - NONEXEMPT TEAMS/USPS-EARNINGS	0	1,206,929	1,206,929
719400 - MOVING CONTRACTOR	50,000	0	-50,000
732100 - OFFICE SUPPLIES - GENERAL	116,219	0	-116,219
734200 - COMP SOFTWARE GENERAL	130,379	0	-130,379

Click the **Return to Undrilled Report** icon in the top right corner to return to the Report page.

Control vs Budgeted Variance by Level
This Report shows the variance by level.



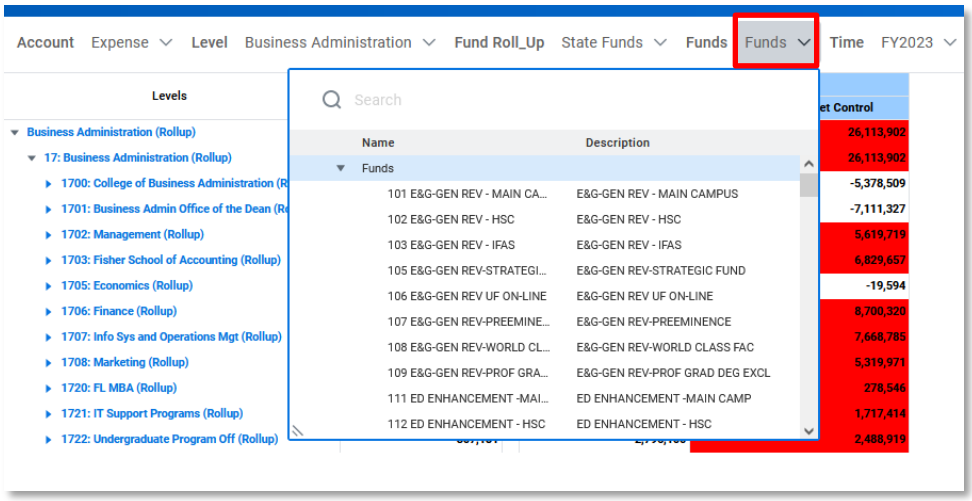
Levels	FY2023		
	FY23 Budget Control	FY23 Original Budget	Variance to Budget Control
Business Administration (Rollup)	17,357,618	43,471,520	26,113,902

Drilling down

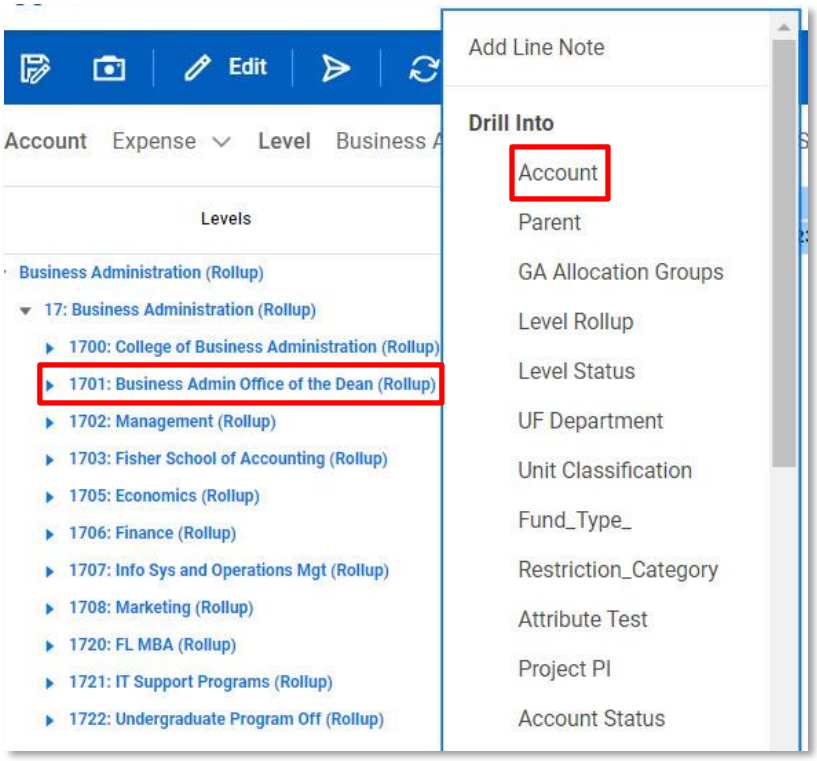
Click the **blue triangle** icon in front of Business Administration (Rollup) to drill down to lower-level details.

Levels	FY2023		
	FY23 Budget Control	FY23 Original Budget	Variance to Budget Control
Business Administration (Rollup)	17,357,618	43,539,700	26,182,082
17: Business Administration (Rollup)	17,357,618	43,539,700	26,182,082
1700: College of Business Administration (Rollup)	5,378,509	0	-5,378,509
1701: Business Admin Office of the Dean (Rollup)	10,806,156	3,728,677	-7,077,479
1702: Management (Rollup)	72,812	5,693,189	5,620,376
1703: Fisher School of Accounting (Rollup)	190,094	7,022,730	6,832,636
1705: Economics (Rollup)	19,594	0	-19,594
1706: Finance (Rollup)	126,135	8,827,373	8,701,238
1707: Info Sys and Operations Mgt (Rollup)	60,271	7,731,410	7,671,139
1708: Marketing (Rollup)	93,629	5,414,308	5,320,678
1720: FL MBA (Rollup)	61,352	342,031	280,680
1721: IT Support Programs (Rollup)	241,885	1,969,884	1,727,999
1722: Undergraduate Program Off (Rollup)	307,181	2,810,098	2,502,917

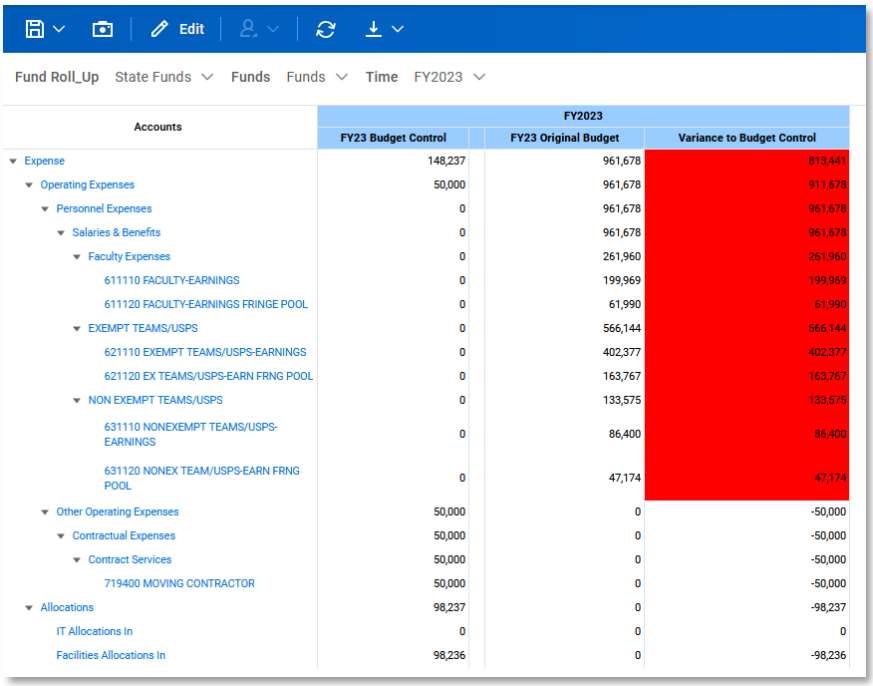
From the parameter **Fund** drop down menu, you can select the specific fund to get more detailed information.



Click any **Level** and select **Account** from the populated window.

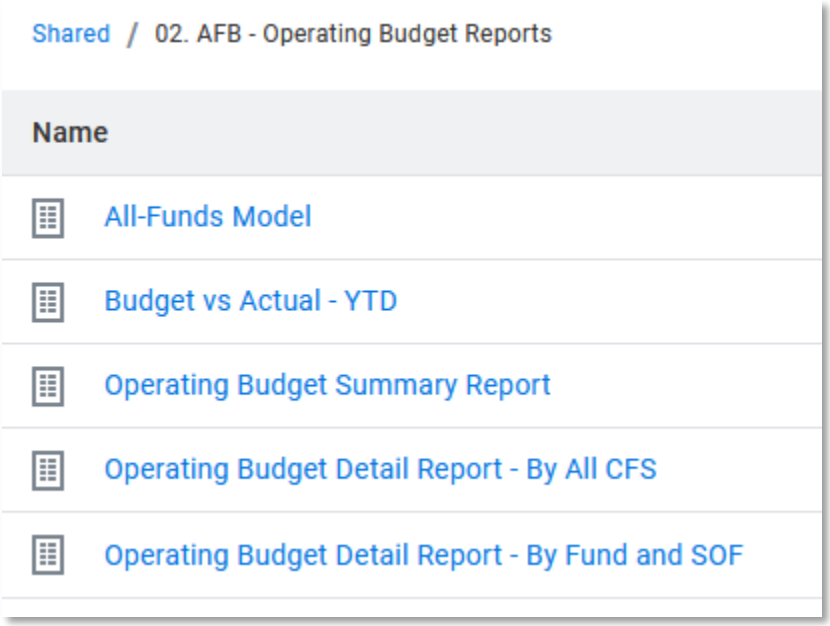


The detailed expense information will show up for the level you selected. Below are the details for level 17010100.



Accounts	FY2023		
	FY23 Budget Control	FY23 Original Budget	Variance to Budget Control
Expense	148,237	961,678	813,441
Operating Expenses	50,000	961,678	911,678
Personnel Expenses	0	961,678	961,678
Salaries & Benefits	0	961,678	961,678
Faculty Expenses	0	261,960	261,960
611110 FACULTY-EARNINGS	0	199,969	199,969
611120 FACULTY-EARNINGS FRINGE POOL	0	61,990	61,990
EXEMPT TEAMS/USPS	0	566,144	566,144
621110 EXEMPT TEAMS/USPS-EARNINGS	0	402,377	402,377
621120 EX TEAMS/USPS-EARN FRNG POOL	0	163,767	163,767
NON EXEMPT TEAMS/USPS	0	133,575	133,575
631110 NONEXEMPT TEAMS/USPS-EARNINGS	0	86,400	86,400
631120 NONEX TEAM/USPS-EARN FRNG POOL	0	47,174	47,174
Other Operating Expenses	50,000	0	-50,000
Contractual Expenses	50,000	0	-50,000
Contract Services	50,000	0	-50,000
719400 MOVING CONTRACTOR	50,000	0	-50,000
Allocations	98,237	0	-98,237
IT Allocations In	0	0	0
Facilities Allocations In	98,236	0	-98,236

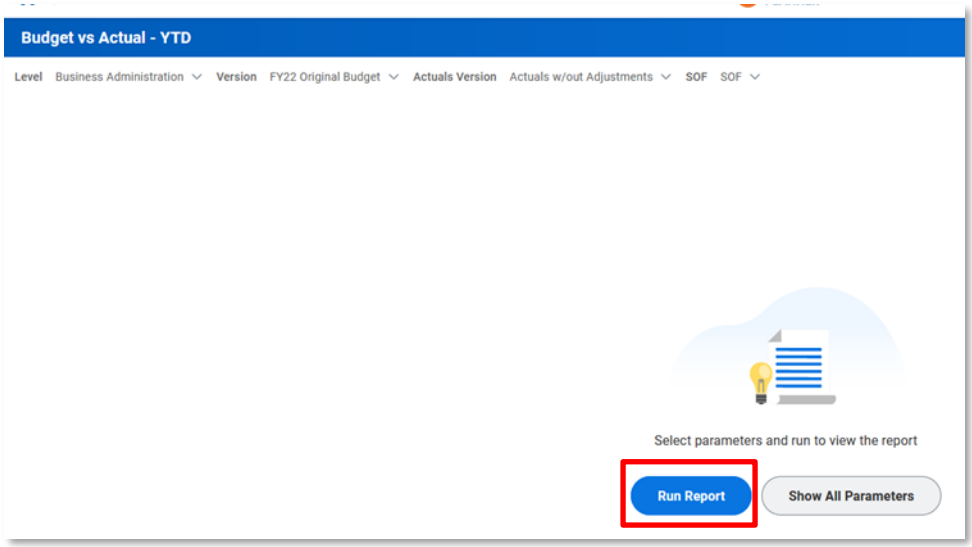
AFB – Operating Budget Reports



All-Funds Model
This Report is under development.

Budget vs Actual – YTD
By running this Report, you will get real-time information regarding the variance between actual and budgeted operating expenses. The Report is designed to run at 8-digit level.

All parameters will prompt before viewing the Report. You can select your parameters from the drop-down menus. Then click **Run Report**.

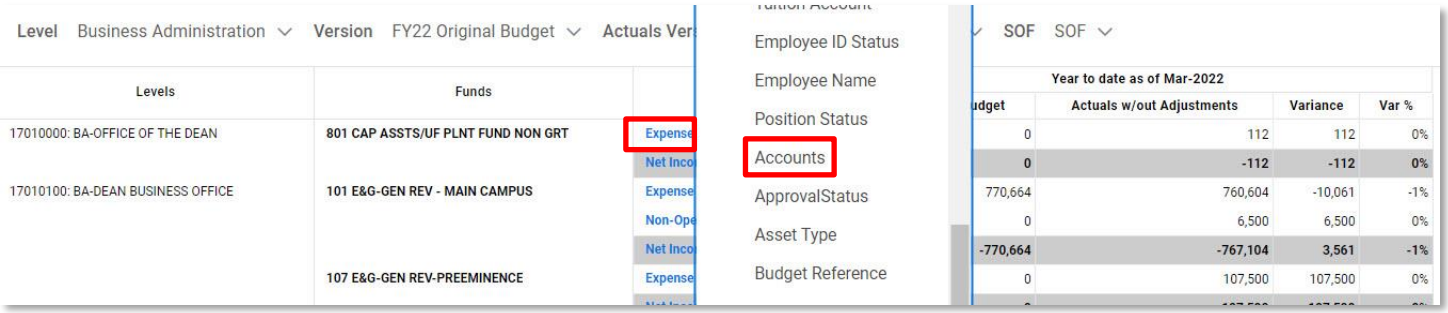


Once the Report has run, you can drill down to details by selecting different elements.

Level Business Administration Version FY22 Original Budget Actuals Version Actuals w/out Adjustments SOF SOF

Levels	Funds	Accounts	Year to date as of Mar-2022			
			FY22 Original Budget	Actuals w/out Adjustments	Variance	Var %
17010000: BA-OFFICE OF THE DEAN	801 CAP ASSTS/UF PLNT FUND NON GRT	Expense	0	112	112	0%
		Net Income	0	-112	-112	0%
17010100: BA-DEAN BUSINESS OFFICE	101 E&G-GEN REV - MAIN CAMPUS	Expense	770,664	760,604	-10,061	-1%
		Non-Operating Expenses	0	6,500	6,500	0%
		Net Income	-770,664	-767,104	3,561	-1%
	107 E&G-GEN REV-PREEMINENCE	Expense	0	107,500	107,500	0%
		Net Income	0	-107,500	-107,500	0%
	108 E&G-GEN REV-WORLD CLASS FAC	Expense	0	86,000	86,000	0%
		Net Income	0	-86,000	-86,000	0%
	132 WAIVER AUTHORITY INSTITUTIONAL	Expense	0	2,692	2,692	0%
		Net Income	0	-2,692	-2,692	0%
	143 AUX - DOCE FUND	Income	80,000	0	-80,000	-100%
		Non-Operating Income	0	4,500	4,500	0%
		Non-Operating Expenses	80,000	0	-80,000	-100%
		Net Income	0	4,500	4,500	0%
	171 TFRS FR COMPONENTS	Income	3,600,000	4,251,574	651,574	18%
		Non-Operating Income	40,000	15,392	-24,608	-62%
		Expense	572,030	1,532,864	960,834	161%
		Non-Operating Expenses	1,236,500	832,555	-403,945	-33%
		Net Income	1,831,470	1,901,546	70,076	5%
	179 OTHER MISC DONATIONS	Non-Operating Expenses	0	1,365	1,365	0%
		Net Income	0	-1,365	-1,365	0%

For example, if you want to know where the $112 expense comes from for fund 801, just click **Expense** and select **Accounts** from populated window.



Detailed information will populate.

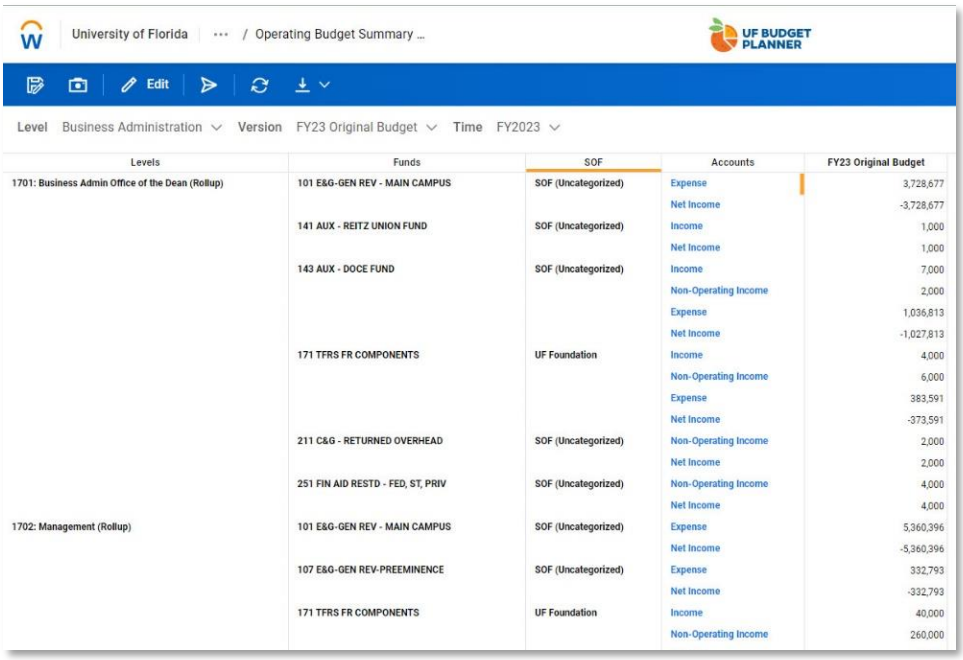
Version FY22 Original Budget Actuals Version Actuals w/out Adjustments SOF SOF

Accounts	Year to date as of Mar-2022			
	FY22 Original Budget	Actuals w/out Adjustments	Variance	Var %
788000 - DEPRECIATION EXPENSE	0	112	112	0%

Operating Budget Summary Report

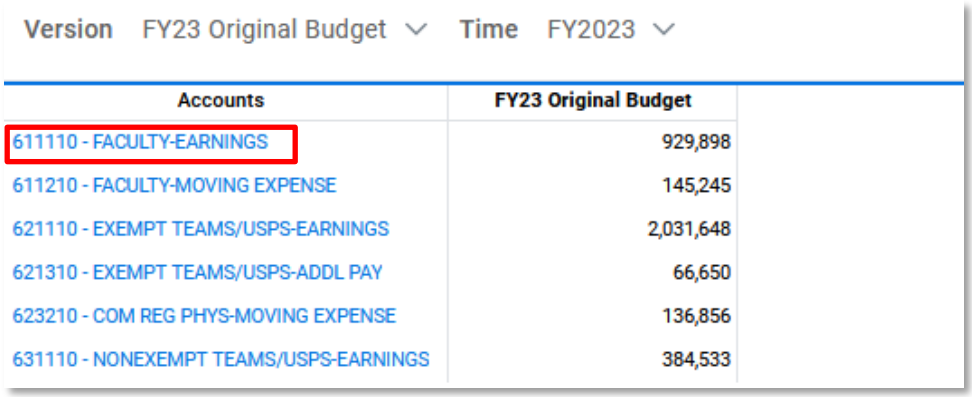
The summary Report shows income, operating revenue, expense, non-operating expense, etc. at a high level (4-digit level) and gives you a quick review of net income.

Note: SOF (Uncategorized) in Column SOF of the Report means that any SOF is left blank on Sheets. It's created by system automatically. You can treat it as blank.



Levels	Funds	SOF	Accounts	FY23 Original Budget
1701: Business Admin Office of the Dean (Rollup)	101 E&G-GEN REV - MAIN CAMPUS	SOF (Uncategorized)	Expense	3,728,677
			Net Income	-3,728,677
	141 AUX - REITZ UNION FUND	SOF (Uncategorized)	Income	1,000
			Net Income	1,000
	143 AUX - DOCE FUND	SOF (Uncategorized)	Income	7,000
			Non-Operating Income	2,000
			Expense	1,036,813
			Net Income	-1,027,813
	171 TFRS FR COMPONENTS	UF Foundation	Income	4,000
			Non-Operating Income	6,000
			Expense	383,591
			Net Income	-373,591
	211 C&G - RETURNED OVERHEAD	SOF (Uncategorized)	Non-Operating Income	2,000
			Net Income	2,000
	251 FIN AID RESTD - FED, ST, PRIV	SOF (Uncategorized)	Non-Operating Income	4,000
			Net Income	4,000
1702: Management (Rollup)	101 E&G-GEN REV - MAIN CAMPUS	SOF (Uncategorized)	Expense	5,360,396
			Net Income	-5,360,396
	107 E&G-GEN REV-PREEMINENCE	SOF (Uncategorized)	Expense	332,793
			Net Income	-332,793
	171 TFRS FR COMPONENTS	UF Foundation	Income	40,000
			Non-Operating Income	260,000

By clicking any accounts in the Accounts column, you can drill down to get more details. When you drill down the Expense by Accounts, the details will appear. Let's take 1701 as an example. When you drill down the Expense by Accounts, the details will show as below. However, the amount shown for each account includes both earnings and fringes.



Accounts	FY23 Original Budget
611110 - FACULTY-EARNINGS	929,898
611210 - FACULTY-MOVING EXPENSE	145,245
621110 - EXEMPT TEAMS/USPS-EARNINGS	2,031,648
621310 - EXEMPT TEAMS/USPS-ADDL PAY	66,650
623210 - COM REG PHYS-MOVING EXPENSE	136,856
631110 - NONEXEMPT TEAMS/USPS-EARNINGS	384,533

If you drill down 611110 by Account again, the actual details will show up. This occurs because the fringe accounts are linked to earnings accounts.

Version FY23 Original Budget Time FY2023

Accounts	FY23 Original Budget
611110 FACULTY-EARNINGS	709,846
611120 FACULTY-EARNINGS FRINGE POOL	220,052

Operating Budget Detail Report - by All CFS
Operating Budget Detail Report – by Fund and SOF
Both Reports give more detailed Information. The "by All CFS" Report shows the detailed ChartFields. Dept Flex (Uncategorized) and Project (Uncategorized) means Dept Flex and Project are left blank on sheets.

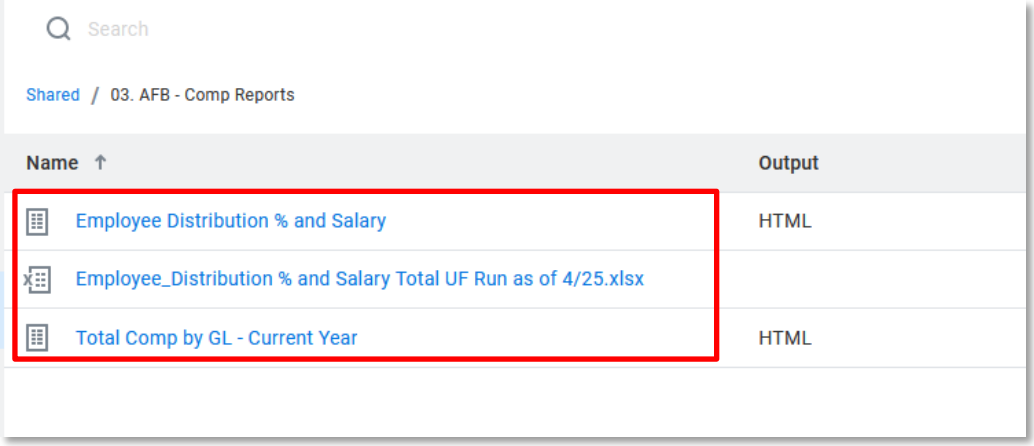
Levels	Funds	SOF	Program	Dept Flex	Project	Accounts	FY23 Original Budget
17010100: BA-DEAN BUSINESS OFFICE	101 E&G-GEN REV - MAIN CAMPUS	SOF (Unc...	1100 - GENERAL ACADEMIC INSTRUCTION	Dept Flex (Uncategorized)	Project (Uncategori...	611110 FACULTY-EARNINGS	199,969
						611120 FACULTY-EARNINGS FRINGE POOL	61,990
			4600 - ACADEMIC ADMINISTRATION	Dept Flex (Uncategorized)	Project (Uncategori...	621110 EXEMPT TEAMS/USPS-EARNINGS	402,377
						621120 EX TEAMS/USPS-EARN FRNG POOL	167,389
						631110 NONEXEMPT TEAMS/USPS-EARNINGS	86,400
						631120 NONEX TEAM/USPS-EARN FRNG POOL	47,347
	141 AUX - REITZ UNION FUND	SOF (Unc...	7800 - CONTINUING EDUCATION	Dept Flex (Uncategorized)	Project (Uncategori...	411200 FEES - SELF FUNDED TUITION	1,000
	143 AUX - DOCE FUND	SOF	7800 - CONTINUING EDUCATION	Dept Flex (Uncategorized)	Project	411200 FEES - SELF FUNDED	1,000

The "by Fund and SOF" Report shows details for funds and SOF.

Level Business Administration Version FY23 Original Budget Time FY2023

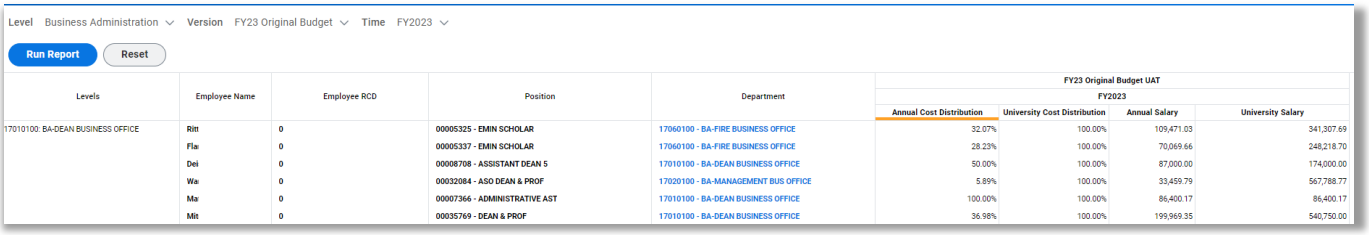
Levels	Funds	SOF	Accounts	FY23 Original Budget
17010100: BA-DEAN BUSINESS OFFICE	101 E&G-GEN REV - MAIN CAMPUS	SOF (Uncategorized)	611110 FACULTY-EARNINGS	199,969
			611120 FACULTY-EARNINGS FRINGE POOL	61,990
			621110 EXEMPT TEAMS/USPS-EARNINGS	402,377
			621120 EX TEAMS/USPS-EARN FRNG POOL	163,767
			631110 NONEXEMPT TEAMS/USPS-EARNINGS	86,400
			631120 NONEX TEAM/USPS-EARN FRNG POOL	47,174
	143 AUX - DOCE FUND	SOF (Uncategorized)	411200 FEES - SELF FUNDED TUITION	850,000
	171 TFRS FR COMPONENTS	UF Foundation	611110 FACULTY-EARNINGS	292,817
			611120 FACULTY-EARNINGS FRINGE POOL	90,773
17010200: BA-MIB PROGRAM	101 E&G-GEN REV - MAIN CAMPUS	SOF (Uncategorized)	611110 FACULTY-EARNINGS	124,396
			611120 FACULTY-EARNINGS FRINGE POOL	38,563
			621110 EXEMPT TEAMS/USPS-EARNINGS	298,979
			621120 EX TEAMS/USPS-EARN FRNG POOL	121,684
			621310 EXEMPT TEAMS/USPS-ADDL PAY	62,000
			621320 EX TEAMS/USPS-ADDLPY FRNG POOL	4,650

AFB - Comp Reports (Ignore the 2nd one. It is an example of saving a report as an excel file.)



Employee Distribution % and Salary - This report shows an employee's distribution and salary at the college level and university level.

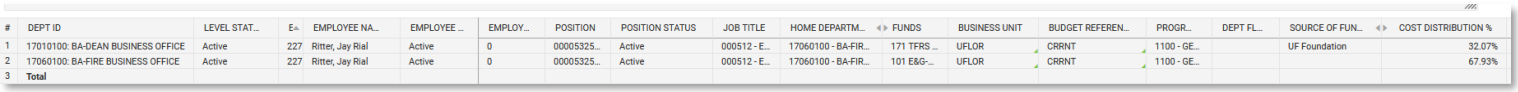
The Levels column indicates the paying department. The Department column indicates home department. The Annual Cost Distribution column shows the distribution at the department level and the University Cost Distribution column shows the distribution at the university level. The Annual Salary is calculated based on the distribution percentages at department level.



Levels	Employee Name	Employee RCD	Position	Department	FY23 Original Budget UAT FY2023 Annual Cost Distribution	University Cost Distribution	Annual Salary	University Salary
17010100: BA-DEAN BUSINESS OFFICE	Ritt	0	00005325 - EMIN SCHOLAR	17060100 - BA-FIRE BUSINESS OFFICE	32.07%	100.00%	109,471.03	341,307.69
	Fla	0	00005337 - EMIN SCHOLAR	17060100 - BA-FIRE BUSINESS OFFICE	28.23%	100.00%	70,069.66	248,218.70
	Dei	0	00008708 - ASSISTANT DEAN 5	17010100 - BA-DEAN BUSINESS OFFICE	50.00%	100.00%	87,000.00	174,000.00
	Wa	0	00032084 - ASO DEAN & PROF	17020100 - BA-MANAGEMENT BUS OFFICE	5.89%	100.00%	33,459.79	567,788.77
	Ma	0	00007366 - ADMINISTRATIVE AST	17010100 - BA-DEAN BUSINESS OFFICE	100.00%	100.00%	86,400.17	86,400.17
	Mit	0	00035769 - DEAN & PROF	17010100 - BA-DEAN BUSINESS OFFICE	36.98%	100.00%	199,969.35	540,750.00

For employees with cross unit distribution, the budget officer of the home department can use this report to check if the employee's distribution is 100%.

Let's take the first employee from the above screenshot as an example. The distribution at department level 17010100 is 32.07% but he has an additional 67.93% at department 17060100. The total is 100%. When the budget officer goes to the comp sheet and selects Business Administration as levels, the officer will see these details:



#	DEPT ID	LEVEL STAT...	E...	EMPLOYEE NA...	EMPLOYEE ...	EMPLOY...	POSITION	POSITION STATUS	JOB TITLE	HOME DEPARTM...	FUNDS	BUSINESS UNIT	BUDGET REFEREN...	PROGR...	DEPT FL...	SOURCE OF FUN...	COST DISTRIBUTION %
1	17010100: BA-DEAN BUSINESS OFFICE	Active	227	Ritter, Jay Rial	Active	0	00005325...	Active	000512 - E...	17060100 - BA-FIR...	171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Foundation	32.07%
2	17060100: BA-FIRE BUSINESS OFFICE	Active	227	Ritter, Jay Rial	Active	0	00005325...	Active	000512 - E...	17060100 - BA-FIR...	101 E&G-...	UFLOR	CRRNT	1100 - GE...			67.93%
3	Total																

The employee has an additional 10% from College of Medicine.

#	DEPT ID	LEVEL STAT...	E	EMP...	EMPLOYEE ...	EMPLOY...	POSITION	POSITION STATUS	JOB TITLE	HOME DEPARTM...	FUNDS	BUSINESS UNIT	BUDGET REFEREN...	PROGR...	DEPT FL...	SOURCE OF FUN...	COST DISTRIBUTION %
1	29680501: MD-CTSI-TRANSL WORKFORCE DEVT	Active	376	Xir	Active	1	00020609...	Active	001626 - A...	34010204 - DN-MU...	201 C&G - ...	UFLOR	CRRNT	2200 - IND...		FEDERAL	7.00%
2	29680501: MD-CTSI-TRANSL WORKFORCE DEVT	Active	376	Xir	Active	1	00020609...	Active	001626 - A...	34010204 - DN-MU...	209 C&G - ...	UFLOR	CRRNT	2200 - IND...		OTHER	3.00%
3	34010204: DN-MULTICULTURAL AFFAIRS	Active	376	Xir	Active	1	00020609...	Active	001626 - A...	34010204 - DN-MU...	102 E&G-...	UFLOR	CRRNT	4600 - AC...			56.00%
4	34010308: DN-STUDENT CLINICAL TEAMS	Active	376	Xir	Active	1	00020609...	Active	001626 - A...	34010204 - DN-MU...	143 AUX - ...	UFLOR	CRRNT	7800 - CO...	52DMDOF...		29.00%
5	34060700: DN-COMMUNITY DENTISTRY	Active	376	Xir	Active	1	00020609...	Active	001626 - A...	34010204 - DN-MU...	209 C&G - ...	UFLOR	CRRNT	1100 - GE...		OTHER	5.00%
6	Total																

Here is another example. The employee's distribution is 90% from the College of Dentistry. The budget officer from the College of Dentistry can only see 90% in the comp sheet.

	37 Xi	1	00020609 - ASO DEAN & CLIN AST PROF	34010204 - DN-MULTICULTURAL AFFAIRS		90.00%	100.00%

The budget officer of College of Dentistry cannot see the 10% from the College of Medicine, but the Final University Cost Distribution shows as 100% when the report is run. That means the employee's distribution percentage is correct.

The budget officer of the home department should communicate with other paying units if you find that an employee's distribution is not 100%, assuming the employee has cross-unit distributions.

The budget officer can also drill down to the specific sheet by clicking the **salary** in the Annual Salary column.

University Cost Distribution	Annual Salary
132.07%	110,929.35
100.00%	70,069.66
100.00%	87,000.00
100.00%	33,459.79
100.00%	86,400.17
100.00%	199,969.35
100.00%	82,400.00
100.00%	0.00
100.00%	94,760.00
100.00%	138,216.50

The Explore Cell menu will appear. Click **Comp Model**.

Explore Cell

110,929.35

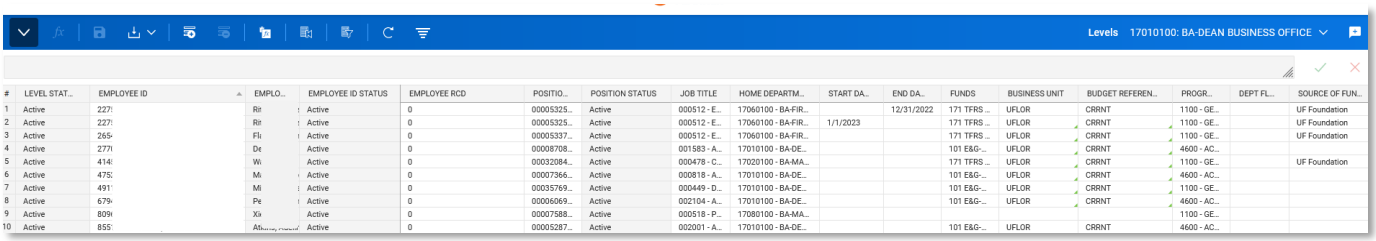
View Audit Trail

Visible on following sheets:

Comp Model

Account	Salary Amount	
	Code	Comp_Model.Salary
	Type	Modeled
	Rollup type	Sum
Level	17010100: BA-DEAN BUSINESS OFFICE	
	Rolls up to	1701: Business Admin Office of the Dean
Year	FY2023	
FILTERS		
Dimensions	Department	17060100 - BA-FIRE BUSINESS OFFICE

The comp sheet will appear.



#	LEVEL STAT...	EMPLOYEE ID	EMPLO...	EMPLOYEE ID STATUS	EMPLOYEE RCD	POSITIO...	POSITION STATUS	JOB TITLE	HOME DEPARTM...	START DA...	END DA...	FUNDS	BUSINESS UNIT	BUDGET REFEREN...	PROGR...	DEPT FL...	SOURCE OF FUN...
1	Active	227:	Rr	Active	0	00005325...	Active	000512 - E...	17060100 - BA-FIR...		12/31/2022	171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Foundation
2	Active	227:	Rr	Active	0	00005325...	Active	000512 - E...	17060100 - BA-FIR...	1/1/2023		171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Foundation
3	Active	265-	Fl	Active	0	00005337...	Active	000512 - E...	17060100 - BA-FIR...			171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Foundation
4	Active	277	De	Active	0	00008708...	Active	001583 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...		
5	Active	414	Wi	Active	0	00032084...	Active	000478 - C...	17020100 - BA-MA...			171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Foundation
6	Active	475	Mi	Active	0	00007366...	Active	000818 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...		
7	Active	491	Mi	Active	0	00005769...	Active	000449 - D...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	1100 - GE...		
8	Active	679	Pe	Active	0	00006069...	Active	002104 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...		
9	Active	809	Xi	Active	0	00007588...	Active	000518 - P...	17080100 - BA-MA...						1100 - GE...		
10	Active	855	Ati	Active	0	00005287...	Active	002001 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...		

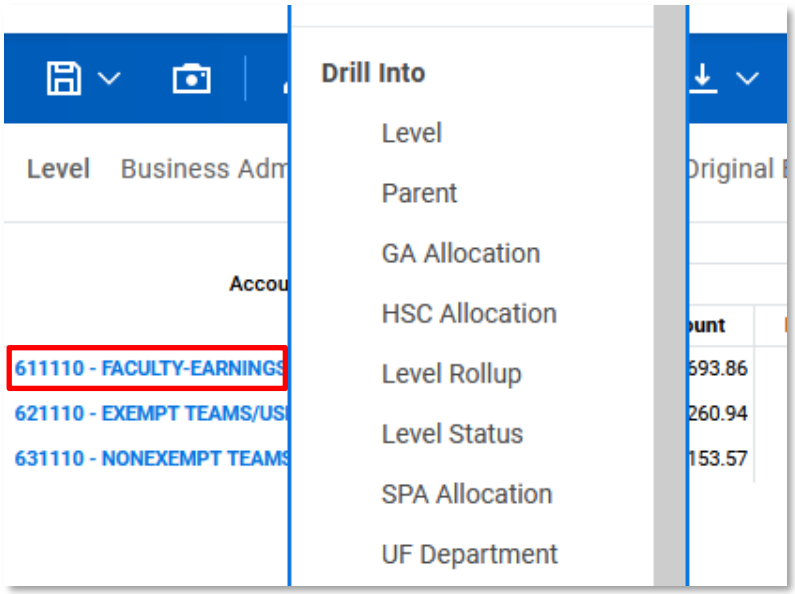
Total Comp by GL – Current Year

This report shows detailed compensation information at GL accounts level.

Level Business Administration Version FY23 Original Budget Time FY2023

Accounts	Comp Sheet			Pooled Comp Sheet		
	FY23 Original Budget			FY23 Original Budget		
	Salary Amount	Fringe Amount	Total Comp (+Merit/Cola)	Annual Amount	Fringe Amount	Total Compensation Amount
611110 - FACULTY-EARNINGS	36,122,693.86	11,198,035.10	47,464,447.06	0.00	0.00	0.00
621110 - EXEMPT TEAMS/USPS-EARNINGS	8,840,260.94	3,677,548.55	12,517,809.49	0.00	0.00	0.00
631110 - NONEXEMPT TEAMS/USPS-EARNINGS	1,538,153.57	842,908.15	2,381,061.72	0.00	0.00	0.00

The user can drill down to more detailed information by clicking the accounts.



For example, when the report is drilled down to Level by account 611110-Faculty-Earnings, the details below will populate. It consists of two parts-Comp Sheet and Pooled Comp Sheet.

Levels	Comp Sheet			Pooled Comp Sheet		
	FY23 Original Budget			FY23 Original Budget		
	Salary Amount	Fringe Amount	Total Comp (+Merit/Cola)	Annual Amount	Fringe Amount	Total Compensation Amount
17010100: BA-DEAN BUSINESS OFFICE	492,786.61	152,763.85	652,355.39	0.00	0.00	0.00
17010200: BA-MIB PROGRAM	124,396.16	38,562.81	167,192.16	0.00	0.00	0.00
17010500: BA-BUSINESS COMMUNICATIONS	644,414.79	199,768.59	855,669.46	0.00	0.00	0.00
17010800: BA-DOCTOR OF BUSINESS ADMIN	744,440.55	230,776.57	978,899.56	0.00	0.00	0.00
17020100: BA-MANAGEMENT BUS OFFICE	4,221,750.39	1,308,742.62	5,534,686.18	0.00	0.00	0.00
17020200: BA-POE-SOUTHERN FAM BUS ETHICS	32,373.45	10,035.77	42,409.22	0.00	0.00	0.00
17030100: BA-FSOA-BUSINESS OFFICE	4,964,422.22	1,538,970.89	6,503,393.11	0.00	0.00	0.00
17050300: BA-PURC	940,412.97	291,528.02	1,243,832.69	0.00	0.00	0.00
17060100: BA-FIRE BUSINESS OFFICE	6,164,076.24	1,910,863.63	8,079,467.55	0.00	0.00	0.00
17060200: BA-CEI	256,665.24	79,566.22	344,965.75	0.00	0.00	0.00
17060300: BA-CTR-REAL ESTATE STUDIES	373,227.71	115,700.59	501,629.20	0.00	0.00	0.00
17070100: BA-ISOM BUSINESS OFFICE	5,572,956.47	1,727,616.50	7,322,163.08	0.00	0.00	0.00
17080100: BA-MARKETING-BUSINESS OFFICE	4,004,632.27	1,241,436.00	5,246,068.27	0.00	0.00	0.00
17080200: BA-RETAILING EDUCATION / RES	35,001.00	10,850.31	47,042.39	0.00	0.00	0.00
17200300: BA-MASTER OF BUSINESS ADMIN	7,020,502.44	2,176,355.76	9,236,431.80	0.00	0.00	0.00
17210100: BA-IT BUSINESS OFFICE	154,085.51	47,766.51	207,095.53	0.00	0.00	0.00
17220100: BA-UPO BUSINESS OFFICE	122,500.00	37,975.00	164,643.66	0.00	0.00	0.00

The levels shown here is the paying department. Click any **number** in the report.

Version FY23 Original Budget Time FY2023

Levels	Comp Sheet			Pooled Comp Sheet		
	FY23 Original Budget			FY23 Original Budget		
	Salary Amount	Fringe Amount	Total Comp (+Merit/Cola)	Annual Amount	Fringe Amount	Total Compensation Amount
17010100: BA-DEAN BUSINESS OFFICE	492,786.61	152,763.85	652,355.39	0.00	0.00	0.00
17010200: BA-MIB PROGRAM	124,396.16	38,562.81	167,192.16	0.00	0.00	0.00
17010500: BA-BUSINESS COMMUNICATIONS	644,414.79	199,768.59	855,669.46	0.00	0.00	0.00

The Explore Cell menu will appear. Click **Comp Model**.

Explore Cell

492,786.61

View Audit Trail

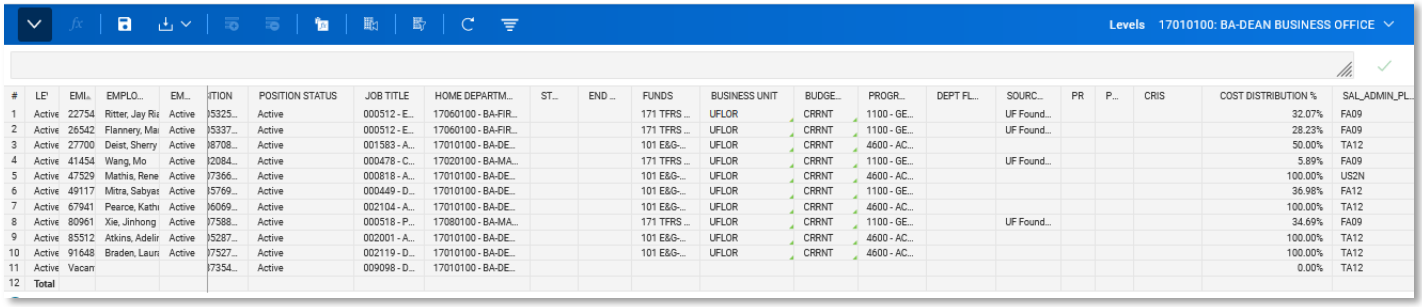
Visible on following sheets:

Comp Model

Account	Salary Amount	
	Code	Comp_Model.Salary
	Type	Modeled
	Rollup type	Sum
Level	17010100: BA-DEAN BUSINESS OFFICE	
	Rolls up to	1701: Business Admin Office of the Dean
Year	FY2023	
FILTERS		
Dimensions	Accounts	611110 - FACULTY-EARNINGS

Time Rollup FY2023

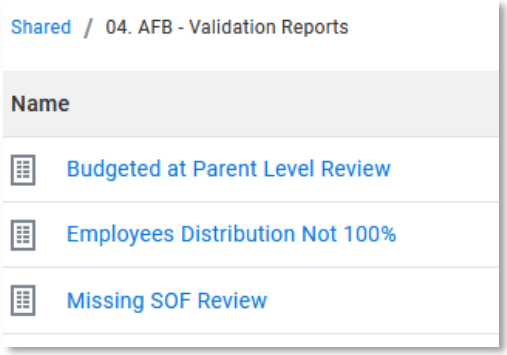
The Comp sheet will appear.



#	LE'	EMI...	EMPLO...	EM...	ITION	POSITION STATUS	JOB TITLE	HOME DEPARTM...	ST...	END ...	FUNDS	BUSINESS UNIT	BUDGE...	PROGR...	DEPT FL...	SOURC...	PR	P...	CRIS	COST DISTRIBUTION %	SAL_ADMIN_PL...
1	Active	22754	Ritter, Jay Ri	Active	5325...	Active	000512 - E...	17060100 - BA-FIR...			171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Found...				32.07%	FA09
2	Active	26542	Flannery, Mai	Active	5337...	Active	000512 - E...	17060100 - BA-FIR...			171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Found...				28.23%	FA09
3	Active	27700	Deist, Sherry	Active	8708...	Active	001583 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...						50.00%	TA12
4	Active	41454	Wang, Mo	Active	2084...	Active	000478 - C...	17020100 - BA-MA...			171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Found...				5.89%	FA09
5	Active	47529	Mathis, Rene	Active	7366...	Active	000818 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...						100.00%	US2N
6	Active	49117	Mitra, Sabyas	Active	5769...	Active	000449 - D...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	1100 - GE...						36.98%	FA12
7	Active	67941	Pearce, Kathi	Active	6069...	Active	002104 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...						100.00%	TA12
8	Active	80961	Xie, Jinhong	Active	7588...	Active	000518 - P...	17080100 - BA-MA...			171 TFRS ...	UFLOR	CRRNT	1100 - GE...		UF Found...				34.69%	FA09
9	Active	85512	Atkins, Adelir	Active	5287...	Active	002001 - A...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...						100.00%	TA12
10	Active	91648	Braden, Lauri	Active	7527...	Active	002119 - D...	17010100 - BA-DE...			101 E&G-...	UFLOR	CRRNT	4600 - AC...						100.00%	TA12
11	Active	Vacan			7354...	Active	009098 - D...	17010100 - BA-DE...												0.00%	TA12
12	Total																				

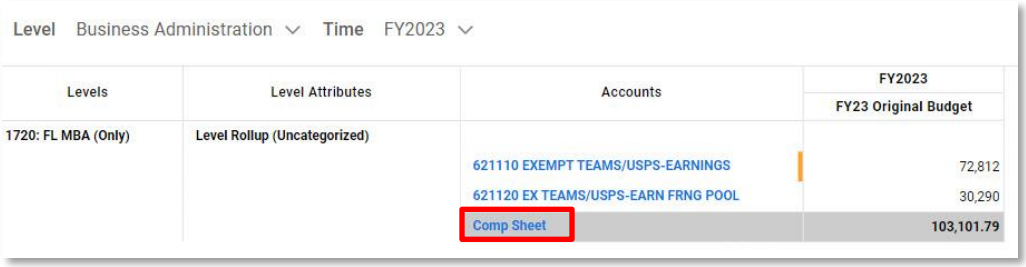
AFB – Validation Reports

It is required that the budget officers run these Reports to review their data and make corrections before submitting budgets.



Budgeted at Parent Level Review

It is required to enter data at 8-digit level on all sheets. This Report will give you a list of any data entered at parent level. The Report below shows that there is data entered at parent level. The Accounts column shows where the data is entered. If you were to dig into the Comp Sheet at this level, you can see detailed information and make changes.



Levels	Level Attributes	Accounts	FY2023 FY23 Original Budget
1720: FL MBA (Only)	Level Rollup (Uncategorized)		
		621110 EXEMPT TEAMS/USPS-EARNINGS	72,812
		621120 EX TEAMS/USPS-EARN FRNG POOL	30,290
		Comp Sheet	103,101.79

You could also click the number in the report.

	FY2023
	FY23 Original Budget UAT
Accounts	
440400 SALES & SERVICES - INTERNAL	10,000.00
440500 SALES & SERVICES - EXTERNAL	1,000.00
Revenue Sheet	11,000.00

The Explore Cell page will appear. Since account 440400 is a revenue account, click the first link Rev.Amount.

Explore Cell

10,000.00 USD

Visible on following sheets:
Income Statement

Account	440400 SALES & SERVICES - INTERNAL	
	Code	440400
	Type	Link
	Rollup type	Sum
	Rolls up to	Sales of Goods & Services
Level	Business Administration (Only)	
	Rolls up to	Business Administration
Year	FY2023	

FILTERS

Level Attributes	Level Rollup	(Uncategorized)

Links

Link	Applied Dimension Value
Rev.Amount[Accounts=440400 - SALES & SERVICES - INTERNAL]	
BCI.Timespan[Accounts=440400 - SALES & SERVICES - INTERNAL]	
Budget_Transfers.Amendment_Amount[Accounts=440400 - SALES & SERVICES - INTERNAL]	

A new Explore Cell page will appear. Click Revenue.

Explore Cell

10,000
View Audit Trail

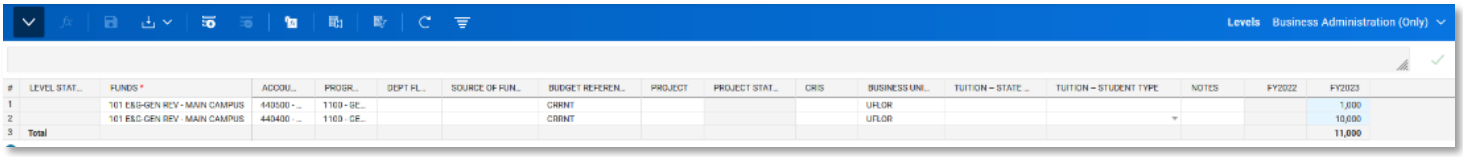
Visible on following sheets:
Revenue

Account	Amount	
	Code	Rev.Amount
	Type	Modeled
	Rollup type	Sum
Level	Business Administration (Only)	
	Rolls up to	Business Administration
Year	FY2023	

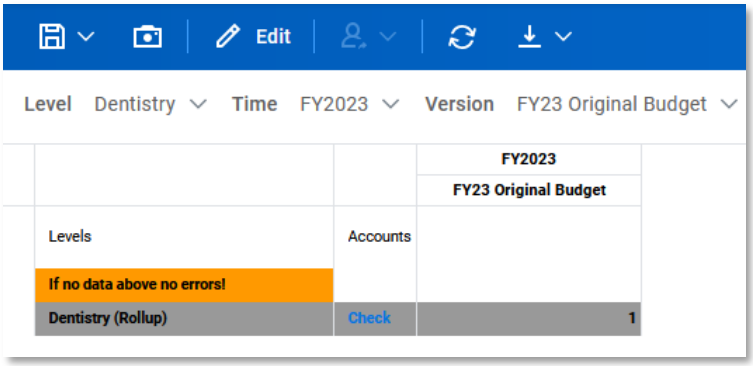
FILTERS

Dimensions	Accounts	440400 - SALES & SERVICES - INTERNAL
Level Attributes	Level Rollup	(Uncategorized)

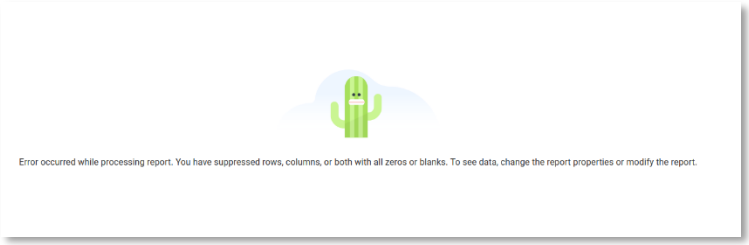
The Revenue Sheet will appear.



If the report looks like one of the following two screenshots below, that means there is no error.

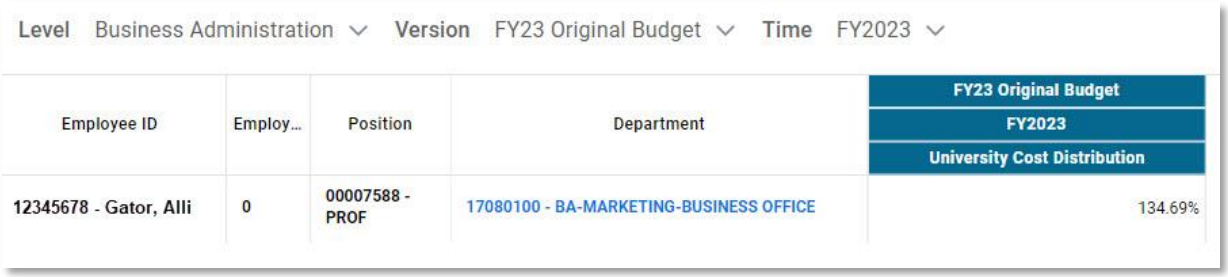


Or



Employees Distribution Not 100%

This Report lists all the employees whose total cost distribution is not equal to 100%. For example, the cost distribution for employee #12345678 is 134.69%. The budget officer can go to Comp Sheet to check. The department shown is the employee's home department.



When the budget officers go to the comp sheet and search by employee ID, the information below will show up. Then they can make necessary changes.

#	DEPT ID	EMPLO...	EM...	POSITION	JOB TIT...	HOME...	S...	E	BUSIN...	FUNDS	BUD	PROGR...	DEPT FL...	S	F	C	COST DISTRIBUTION ...
1	16120100: LS-CHEMISTRY-GENERAL	121	3	00020828 - LECTURER	000531 - LECT	161201...			UFLOR	101 E&G-...	CR...	1100 - GE...	0201DIFF...				66.00%
2	16010100: LS-CLAS ADMINISTRATION	121	3	00020828 - LECTURER	000531 - LECT	161201...			UFLOR	143 AUX - ...	CR...	7800 - CO...	52PHBP - ...				34.00%
3	16010100: LS-CLAS ADMINISTRATION	121	3	00020828 - LECTURER	000531 - LECT	161201...			UFLOR	143 AUX - ...	CR...	7800 - CO...	52PHBP - ...				34.00%
4	Total																

This Report also works for cross-unit distribution. The distribution percentage in the Reports shows the total of the distribution percentage cross-colleges. If any employee from your unit is not equal to 100%, the home department can communicate with other paying departments and make changes.

Missing SOF Review

SOF is required for fund 158, 171, 175, 201, 209, 213, 214, 275, & 920. This Report will list the data that is missing SOF.

Edit

Level Total UF Time FY2023

Levels	Funds	Accounts	Fund_Require_SOF	SOF	Level Attributes	FY2023 FY23 Original Budget
16980100: LS-BEBR ADMINISTRATION	171 TFRS FR COMPONENTS	611310 FACULTY-ADDL PAY	SOF Required	Missing SOF	Child	1,000,000
		611320 FACULTY-ADDL PAY FRINGE POOL	SOF Required	Missing SOF	Child	75,000
	201 C&G - FEDERAL RESTRICTED	712100 SUBCONTRACT <=25k (C&G Only)	SOF Required	Missing SOF	Child	8,429
		754000 WAIVERS	SOF Required	Missing SOF	Child	14,662
		812000 FACILITIES & ADMIN (C&G ONLY)	SOF Required	Missing SOF	Child	25,064

From the accounts shown in the Report, the budget officer can see where the input comes from and then go to the sheets to make updates. For example, 611310 Faculty – Addl Pay would come from either Comp sheet or Pooled Comp Sheet. The budgeted amount of $1M indicates that it should come from Pooled Comp sheet.

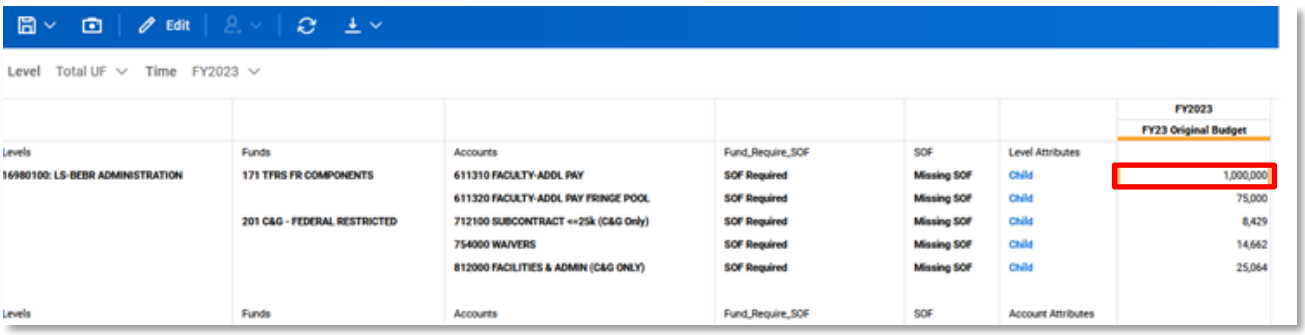
Go to the Pooled Comp Sheet and select the right **level**. The budget officer will see the SOF is missing for fund 171.

University of Florida | Sheets / Pooled Comp Sheet | UF BUDGET PLANNER | FY23 Original Budget

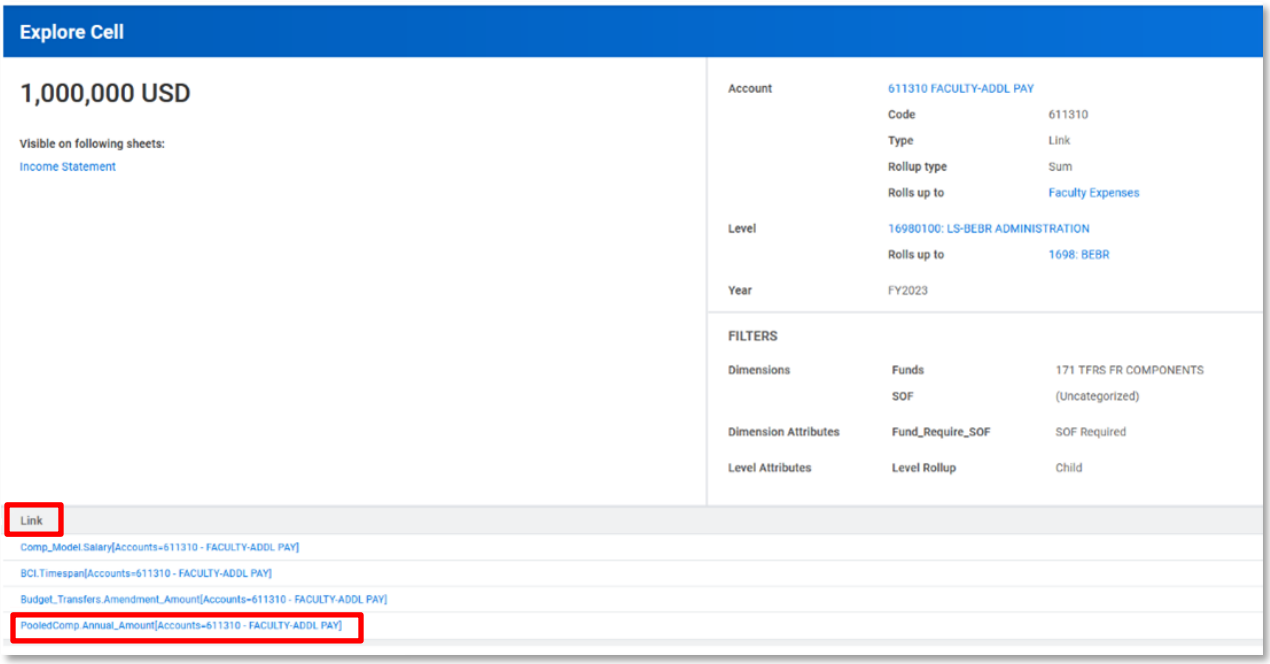
Levels 1698: BEBR

#	DEPT ID	FUNDS *	BUSINESS UNIT	SOURCE OF FU...	PROJECT	C	C...	SAL...	ACCOUNTS	FRINGE RA...	NOTES	ANNUAL AMO...
1	16980100: LS-BEBR ADMINISTRATION	171 TFRS FR COMPO	UFLOR					FA09	611310 - FACULTY-ADDL PAY	7.50%		1,000,000.00
2	Total											1,000,000.00

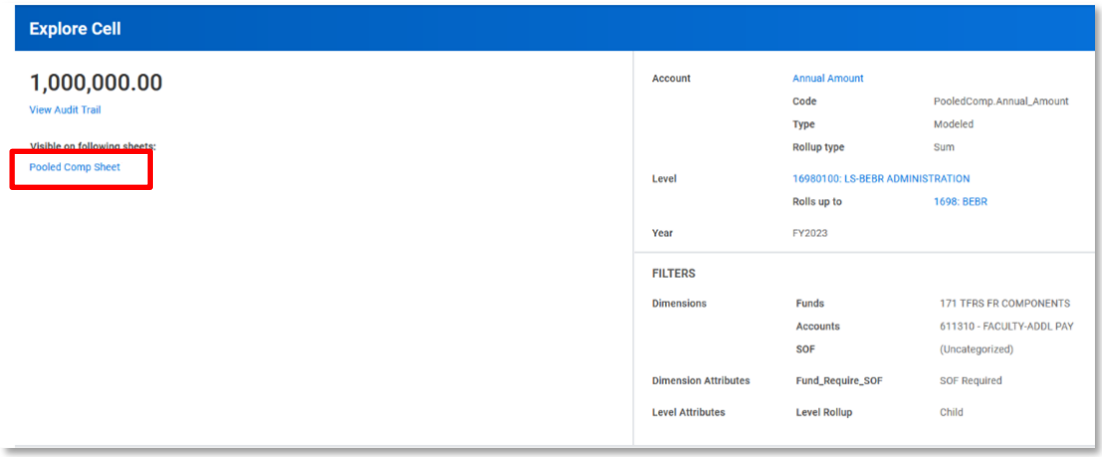
There is another way to drill down to the sheets that the expense comes from. Click the amount **1,000,000**.



The page below will populate. It shows all the links that the account is linked to. Click **PooledComp.Annual_Amount**.



Then click **Pooled Comp Sheet**. It will take you to the sheet. You can make updates there.



FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
The University Budget Office
352-392-2402
University Budget Office