Documentation of Current Available Reports from IBS

This document provides explanations of the current available reports from the web-based Internet Budgeting Solution (IBS) application. The reports are generated by the Budget Office and made available to campus users via the web (http://www.budgets.gatech.edu/IBS/). With the exception of Report #1 (“totals”) all reports are presented as Excel spreadsheets. These may be viewed and printed or saved to the user’s computer for analysis purposes.

The current reports are listed below. Clicking on “Totals” from the “Dept Home” page of IBS accesses report #1. Clicking on “Reports”, then clicking on the “folder” icon accesses all others.

- Report #1 - Departmental Totals by Fund and by Program
- Report #2 - BUD710 - Original Budget
- Report #3 - BUD801/BUD802 - Approved Budget
- Report #4 - BUD805 - Review / Submit Report
- Report #5 - BUD806 - Year-to-Date Budget Amendments
- Report #6 - BUD901 - Analysis of Current Budget - Current Fiscal Year
- Report #7 - BUD903 - Analysis of Operating Budgets by Fund Source
- Report #8 - BUD904 - Schedule of Fund Balances by Categories
- Report #10 - BUD907 - Schedule of Fund Balances by Project
- Report #10b - BUD907wof - Schedule of Fund Balances (fringes not included)
- Report #12 - BUD909 - Budget/SPD Reconciliation Report - All Positions
- Report #13 - BUD911 - Schedule of Departmental Sales Revenue by Department
- Report #14 - BUD914 - Chart of Accounts by Department
- Report #15 - BUD915 - Analysis of Operating Budgets by Program (Function)
- Report #16 - BUD910 - Schedule of Revenue - Budget vs Receipts
- Report #17 - BUD918 - Key Performance Measures Worksheet

Report #1 - Departmental Totals by Fund/Program (Web Print)

- Report shows current status of departmental budgeted funds in the IBS application tables. The report has two parts: 1) Totals by Fund, and, 2) Totals by Program.
  - “Totals by Fund” presents departmental totals by Fund Source: General Operations (Gen Ops), Special Funding Initiatives, Research Consortium, Departmental Sales and Services, and Sponsored.
  - “Totals by Program” presents departmental totals by Program (Function): Instruction, Research, etc and sub-categories of Personal Services, Travel, OS&E and Equipment. This report is a drill down of the Totals by Fund report.
  - An additional option for this report allows the user to “drill-down” to the detail project level. This allows the user to see the very lowest of budgeted detail.
  - Column headings are for the original budget, the latest approved budget, requested changes (amendments) and the new amended budget.
  - Data for these reports are from tables in the IBS application, and may include data not yet posted to PeopleSoft Financials.
Reports #2 & 3 - Departmental Printouts:

#2 - BUD710: Original Budget
#3 - BUD801: Approved Budget (prior to submission of monthly budget amendments)
#3 - BUD802: Amended Budget (following submission of monthly budget amendments)

- These are similar in that they print a department’s entire budget. Report #1 prints the budget as of July 1st, the “original budget”, and report #2 prints the most current budget, the “approved budget”. See notes below on column headings. The report also contains several parts separated into sheets (tabs), these are: departmental summary (totals), non-personal services, personal services and several sheets of detail data.
  - The summary sheet presents departmental totals by Fund Source: General Operations (Gen Ops), Special Funding Initiatives, Research Consortium, Departmental Sales and Services and Sponsored, broken down by personal services, travel, operating expenses and equipment.
  - The non-personal services sheet displays all budgeted projects and account codes by funding source.
  - The personal services sheet displays all budgeted positions by project.
  - The data sheets simple display all the “raw” data used to build the personal and non-personal sheets. This allows users to manipulate data at their discretion.
  - For Report #2, the column headings are, prior fiscal year original budget, prior fiscal year approved budget (final), and the proposed budget for the current fiscal year.
  - For Report #3, the column headings are, the most current approved budget, any requested changes in the current amendment cycle and the new amended budget. On this report only, the personal services sheet has an additional column which displays the actual expenditures extracted from the SPD application.
  - Data for these reports are from tables in the IBS application, and may include data not yet posted to PeopleSoft Financials.

Report #4 - BUD805 - Review / Submit Report - Current Budget Amendment

- Report shows all information on the Review/Submit page for the current amendment as submitted by the department.
  - The sheet shows all non-personal, personal and revenue changes made during the current amendment cycle.
  - The sheet shows all comments or justifications entered into IBS.

Report #5 - BUD806 - Year-to-Date Budget Amendments - Current Fiscal Year

- Report presents each budget amendment by the Department. Non-Personal and Personal Services are separated by funding source, (Gen Ops, Sponsored, etc.).
  - The sheet sums all changes for the fiscal year, displayed by each amendment.
  - The data sheets display all the actual transactions entered by the user.
  - Data for these reports are from tables in the IBS application, and will include all data posted to PeopleSoft Financials.

Report #6 - BUD901 - Analysis of Current Budget - Current Fiscal Year

- Report presents budgeted funds by categories for the current fiscal year only. Personal services are broken down by job (function) categories and non-personal services by travel, OS&E, and equipment. A spreadsheet is generated for each funding source, (Gen Ops, Sponsored, etc.).
  - Categories of personal services are determined by codes required for Board of Regents (BOR) reporting.
Report #7 - BUD903 - Analysis of Operating Budgets

- Report presents budgeted funds by categories for the current fiscal year plus two prior fiscal years. Two years of actual expenditures are also presented. Personal services are broken down by job (function) categories and non-personal services by travel OS&E and equipment. A spreadsheet is generated for each funding source (Gen Ops, Sponsored, etc).

  - Categories of personal services are determined by codes required for BOR reporting.
  - Column headings are the original budget, the latest amended budget, and approved amendments (the difference between the original and amended budgets).
  - Data for these reports are from tables in the IBS application, and may include data not yet posted to PeopleSoft Financials.

Report #8 - BUD904 - Schedule of Fund Balances by Categories

- Report presents a department’s current balance (available funds) by funding source, by personal and non-personal services. Personal services are broken down by job (function) categories and non-personal services by travel, operating expenditures and equipment. A spreadsheet is generated for each funding source (Gen Ops, SIF, etc.).

  - Categories of personal services are determined by codes established by GIT for reporting to executive management. These categories are similar to the ones used in reports BUD901 and BUD903, however these follow more closely to IPEDS (Integrated Postsecondary Education Data System prescribed by U.S. Department of Education) categories.
  - Column headings are: current (approved) budget, current encumbrances and expenditures, and free balance.
  - Budgeted data are extracted from IBS tables.
  - Personal services encumbrances and expenditures are extracted from SPD tables.
  - Non-Personal services encumbrances and expenditures are extracted PeopleSoft Financials tables.
  - All data are extracted at the beginning of the amendment cycle, usually at the beginning of the month.

Report #9 - BUD906 - Analysis of Vacant Positions

- Report presents a listing of vacant budgeted positions by organizational unit and associated summary by funding source and function. Analyzing the current budget to determine if a position is vacant creates the report. The report also generates a listing of all positions labeled as “VACANT” in the PeopleSoft HRMS to assist the unit in finding vacant positions instead of requesting a new position.

  - Column headings after the personal information are the original budget and the current amended budget.
  - Data for these reports are from tables in the IBS application.
Report #10 - BUD907 - Schedule of Fund Balances by Project

- Report consists of two parts. The first part summarizes all departmental projects by funding source (General Operations, Special Funding Initiatives, Research Consortium, Departmental Sales and Services, and Sponsored), and by personal and non-personal services. Personal services are summarized by wages/salaries and fringe benefits; non-personal services are summarized by travel, operating expenditures and equipment. These are grouped by funding source, (Gen Ops, Sponsored, etc). The second part is a listing of every project for the department in the same format.
  - Column headings are: current (approved) budget, current encumbrances and expenditures, and free balance.
  - All data for this report are extracted from PeopleSoft Financial tables.
  - This report includes fringe benefits information posted to the financial tables.
  - All data are extracted at the beginning of the amendment cycle, usually at the beginning of the month. However, the report can be updated on request by extracting new data from the financial tables and re-generating the reports.

Report #10b - BUD907wof - Schedule of Fund Balances (fringes not included)

- Report is the same as Report #10 – Bud907 – Schedule of Funds Balances except the Fringe Benefit amounts have been removed. This allows the campus units to see a department’s free balance without the institutionally added fringe benefits. It gives them a truer picture of available funds.

Report #11 - BUD908 - Budget/SPD Reconciliation - Group Positions

- Report presents a listing of budgeted group positions and associated detailed listing of individual expenditures. The report allows campus units to monitor expenditures and free balance for group positions. The report also generates a listing by project-id and a summary by each funding source (Gen Ops, Sponsored, etc).
  - Column headings are, the current amended budget, the latest expenditures, encumbrances and free balance
  - Data for these reports are from tables in the IBS application, and expenditures and encumbrances are extracted from SPD.

Report #12 - BUD909 - Budget/SPD Reconciliation - All Positions

- Report presents a listing of ALL budgeted positions, the group positions from the BUD908 Group Position report, and associated detailed listing of individual expenditures. The report allows campus units to monitor expenditures and free balance for group positions. The report also generates a listing by project-id and a summary by each funding source (Gen Ops, Sponsored, etc).
  - Column headings are, the current amended budget, the latest expenditures, encumbrances and free balance
  - Data for these reports are from tables in the IBS application, and expenditures and encumbrances are extracted from SPD.

Report #13 - BUD911 - DSS Report

- Report shows current status of departmental sales and services for the department.
  - The “Detail” sheet includes the description of each DSS entry.
Report #14 - BUD914 - Chart of Accounts

- Report shows the current fields on the Chart of Accounts for the department.
  - All valid chart of accounts entries are displayed with their descriptions, GL information and Ga Tech specific information.

Report #15 - BUD915 - Analysis of Op Exp (Functions)

- Report presents budgeted funds by categories for the current fiscal year plus three prior fiscal years by program/function.

Report #16 - BUD910 - Schedule of Revenue - Budget vs Receipts

- Report presents the current status of available revenue by showing budgeted revenue versus the actual receipts. The data is extracted from PeopleSoft General Ledger posted amounts. The report is generated at the entity (BOR Fund) level, however as departments move toward entering revenue at the project id level, it could be generated at the department level.

Report #17 - BUD918 - Key Performance Measures Worksheet

- Report presents data for preparing original budget development worksheets. The report is summary of current year FTE and amounts by Division, by summarized personal services categories. The categories are full-time faculty, other faculty, and staff (all other non-faculty).