➢ **ExpressLane – Financial Information Menu**
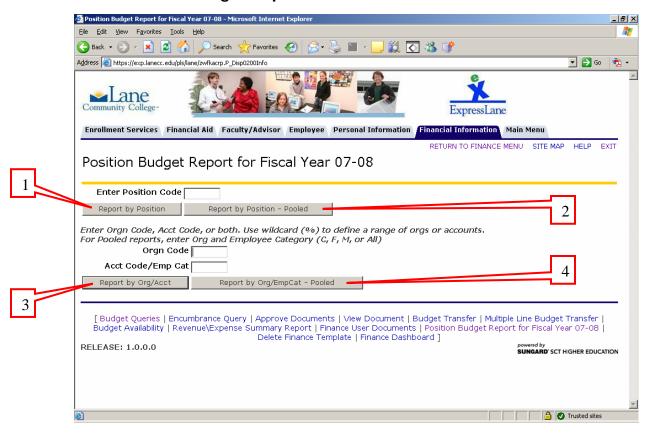➢ **Position Budget Report**

Contracted, budgeted positions begin with C13, C18, F15, F18, M12 or M18.

Notes on the four Options:

For the first two options, the input parameter is a position number.

1. Report by Position is intended for use to report a <u>contracted budgeted</u> single position where there is one position and one incumbent.   If there have been multiple incumbents in the position in this fiscal year, they will all be reported, but the "Budget" and "Spent" amounts will simply be repeated for each incumbent.

2. Report by Position – Pooled is intended for use to report a Pooled position. These are characterized by a position that has many people using the same position number and budget. There can be multiple simultaneous incumbents, such as hourly timesheet staff and PTSOAs. This report displays information in two tables.
  - Table A: The first table shows Budget, Spent, Remaining, FOAP, and Labor Distribution split percentages.
  - Table B: The second table displays a list of incumbents, with basic NBAJOBS information, including scheduled Hours-per-Pay and Dollars-per-Pay. Note that

for hourly timesheet positions, these fields will be blank, but for PTSOAs, they will display the amounts from NBAJOBS.

For options 3 & 4, the input parameters are a single Org number, whether a roll-up or wildcarded, and either a Labor Account (for Contracted Positions) or an employee category: C for Classified, F for Faculty, M for Management or A for All (for Pooled Positions).

3. Report by Org/Acct is similar to the Report by Position (#1). This option is intended to report contracted budgeted positions, and has the same layout. You can use wild-carded (ex: 453%) or specific Actual (not Budget) Orgs. Adding an optional account number for budgeted positions will further limit the data retrieved.

> See http://lanecc.edu/ic/resources.html for Hierarchy Report, to determine the correct Org and Account number(s) for your data.

4. Report by Org/EmpCat – Pooled is similar to the Report by Position – Pooled (#2). This option reports Pooled-budget positions, and has the same layout. Note that rather than selecting by Account code, you <u>must</u> enter an Org parameter and a letter-code for the Employee Category (C for Classified, F for Faculty, M for Managers, or A for All).

Columns on the PBR Single i.e. Non-Pooled (as downloaded to Excel)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Name	ID	Employee Class	Position	Suffix	Budget	Budget FTE	Spent as of 2006-SM-23	Remaining	Per Pay	End	End Date	Num of Pays	Committed	Over/ Under	Fund	Org	Acct	Prog	Perce age
2			C1	C13146	0	38,583	1.00	16,076.30	22,506.70	1,607.63		30-Jun-07	14	22,506.82	0					100
3			F1	F15246	0	27,975	0.50	6,725.66	21,249.35	1,398.75		15-Jun-07	13	18,183.75	3066					50%
4			C2	C13002	0	19,750	0.38	5,486.15	14,263.85	1,097.23	15-Jun-07	15-Jun-07	13	14,263.99	0					100
5			C2	C13139	0	21,295	0.63	12,237.84	9,057.16	1,359.76	30-Jun-07	30-Jun-07	14	19,036.64	-9979					100
6			F1	F15246	0	27,975	0.50	6,725.66	21,249.35	1,398.75		15-Jun-07	13	18,183.75	3066					50%
7			F1	F15046	0	51,978	1.00	18,192.30	33,785.70	2,598.90		15-Jun-07	13	33,785.70	0					100
8			C2	C13943	0	30,030	1.00	5,167.32	24,862.68	1,291.83		30-Jun-07	14	18,085.62	6777					100
9			C1	C13037	0	34,072	1.00	14,196.70	19,875.30	1,419.67		30-Jun-07	14	19,875.38	0					100
10			F1	F15202	0	55,950	1.00	19,582.50	36,367.50	2,797.50		15-Jun-07	13	36,367.50	0					100

Column F "Budget" is the amount budgeted in the Position Control module for the fiscal year for the position (regardless of L# or suffix). Note that if you feel this amount is incorrect, you must contact HR to get it changed.

Column G "Budget FTE"

Column H "Spent as of <Pay Event>" is the amount drawn down from the budget by actual payroll expenditures. See notes below.

Column I "Remaining" is Column F minus Column H.

Column J "Per Pay" is the current per-pay amount from NBAJOBS.

Column M "Number of Pays" looks forward to the job end date in column L, and estimates the number of pay periods remaining.

Column N is the "Committed Pay" (number of pays times per-pay amount).

Column O is the "Over/Under Budget" amount (Column I minus Column N). If it is negative, you will be Over-Expended at the end of the year, and if it is positive, you will be Under-Expended. Ideally, this column would show approximately zero with rounding, for all correctly budgeted and expended positions.

Column T shows the Labor Distribution "Split" percentage from the Position Control module.

Note: FOAP strings are not associated with payroll actuals (as found on NHIDIST), they are the Budget FOAPs.

Notes on the "Spent As Of" column

This amount can be directly reconciled to an extract out of NHIDIST. Problems related to non-budgeted expenses in a budgeted position may take some extra work to reconcile.

The amount shown is the Fiscal YTD total of all expenses in the position for selected Earn Codes (SAL, HRS, etc). The selection is determined by Banner settings for Earn Code, and is not related to the FOAP account codes. For example, overtime, EHS and Overload are excluded.

The amount shown includes expenses for the Position regardless of L# and Suffix.

The As of pay event number refers to the most-recently-completed payroll.