TUTORIAL VIDEO

1. Video Reconciling Course Budget Details
2. Sample Spreadsheet used in video

COURSE BUDGET DETAILS REPORT

1. This report is bringing over course information from the Registrar Office and financial information from Cognos.
2. You can run this report by fiscal year to see historical trends.
3. The data brought over from the two systems does not provide funding source, so the Chairs/Directors will need to submit an accountability report to connect these two pieces of data.
4. The Office of the Provost will request this accountability report towards the end of the fiscal year to ensure all courses and funding have been documented.
5. The Office of the Provost will populate each Dept/School Course Budget Details accountability report and upload to the Colleges for disbursement in early Spring. All due dates must be met below for accuracy of report after export.
    a. All PAF's for Spring must be submitted to HR by the due date.
    b. All courses for Spring must be submitted to the Registrar Office by the due date.
    c. All temporary instruction will need to be transferred to the appropriate employee class bucket by the due date implemented by the Office of the Provost.
        i. NTT bucket should be balanced to $0.

SUMMARY OF EACH TAB

1. Course Offerings Tab
    - No action items.
    - Notes about data populated.
        - CH Produced: Number of students Enrolled without a WX grade. **Note:** Campus Solutions calculates this number differently.
        - Student Count: Excludes student who withdrew after the drop deadline. **Note:** Campus Solutions calculates this number differently.
    - All Budget Type Fiscal Detail
        - This tab is a combination of TTF, NTTF, GA Fiscal Details.
        - This tab is where you log the funding source details.
        - See action items for next steps.
    - TTF/NTTF/GA Fiscal Details
        - You can use the current budget link in these tabs to see the temporary funds transferred into each account. Each transfer from the College will be labeled as either IC or Gen Ed.

Details of the All-Budget Type Fiscal Details Tab

1. Personnel Budget Type
2. Personnel Budget Type Code
3. ULID
4. Instructor Last Name
5. Instructor First Name
6. Position Number
7. Position number populated from Umbrella Unit Code
    a. 9-Digit code for your dept
8. Expenditure Amount
9. Encumbrance Amount
10. Position Description
    a. Winter Teaching will display in this column
11. Earnings Code
    a. EXP-Extra pay will display in this column
12. Earnings Description
    a. EXP-Extra pay will display in this column
13. Instructor Role
    a. Indicate Primary Instructor
14. Fall/Spring-Total Course Count by "Instructor of Record"
    a. Course count by ULID in the Course Offerings, will include all class components, so will not reflect a true standard load.
15. Employee Class
16. Subject

ACTION ITEMS (All Budget Type Fiscal Details)

Goal is to log all temporary funding by instructor for the courses created deficits

1. Please note the date the report ran, if you have late PAF's or transfers, those will need to be added to the "All Budget Type" tab.
2. Go to the "All Budget Type Fiscal Details" tab.
    - Filter by bucket, so you can reference current budget temporary transfer and reconciliation sheets.
    - Start at Cell R11.
    - The report is pre-populating the Instructors Last and First Name for ease of updating the spreadsheet.
    - Indicate Temporary Funding Source using dropdown.
        - IC, GenEd, FCR, OtherTemp.
            - For GA's you only log if the GA is the Primary Instructor.
        - If "OtherTemp" funding source, indicate the funding source in the Notes section.
        - Important: Addl pays cannot be paid by IC/GenEd/FCR funding source.
        - If the funding source is PERM funding, leave blank.
            - The blanks are an indicator of PERM funding.
    - Amount

      - This is a pre-populated cell bringing over current expenditures and current encumbrances.
      - If the amount needs to be adjusted, please update, and provide details in the note's column.
      - If the faculty member is split funded, please add another row splitting funds appropriately.
  - Provide Course Details
  - Verify your report is ready to submit to your College.
  - Summary Fiscal tab is pulling data from the "All Budget Type Fiscal Details" tab.
  - Verify IC and/or Gen Ed distributed from college matches what is logged in the "All Budget Type Fiscal Details" tab.
  - If "OtherTemp" funding source, indicate the funding source in the Notes section.

FREQUENTLY ASKED QUESTIONS

1. I would like to run the report to review previous years data as well as also run a report on our current projections.
   - Go to Cognos, Select Team Content, Select Budget Center, Select Reports, Select Course Budget Details.
   - Select the FY, Select Subject(s), Select Finish.
   - Run Excel Report.
     - Select Red Arrow (v)
     - Then Select "Run Excel"
2. How do I figure out my temporary funded instructors?
   - Review your current budget transfers for temporary funds transferred into the bucket
   - Review your Projection sheets/Reconciliation sheets
     i. At the beginning of the fiscal year, you should assess your budgets in each employee class bucket. Identify the courses needed for Fall/Spring. Identify faculty using permanent funds and the faculty that need IC/Gen Ed or other temporary funds. If you do this work on the front end, reconciling your Course Budget Details report will be a very easy and quick process.

3. How do I figure out my temporary funding sources for the dropdowns?
   - Go to the Current Budget Tab for that empl class
     i. Note: The export template I populate will not have an active link to the current budget. You can get to the current budget through any GR report ran through Cognos
   - Transfers from your College and Provost Office are labeled with the funding source