

## Budget Maintenance Transactions by Category



### Report Summary

This report provides a list of all budget transactions in a selected category (Salary Policy, Workforce Planning, HR Budget Feed, Tenure Track Cleanup, MUNACA Strike, Restricted Accounts, Carry Forward & Encumbrance Roll or Bi/weekly Payroll Conversion) for the specified fiscal year. Transactions are grouped by fund code and position code or budget document number.

#### **Note:**

The data warehouse includes all transactions up to and including yesterday's data. Changes made in the Finance system today will only appear in the data warehouse tomorrow.

### Data Warehouse View(s):

FB\_TRANS\_DETAILS

### Prompting query fields are:

Fiscal year – two digits (e.g. 12 (2011-2012))

Fund type – 1A (Operating/University Allocation) or 1B (Operating/Self-financing)

Level – options are ORG levels\* 2, 3 or 4, or FUND level

ORG code or FUND code – 5-digit code if an ORG level was selected, 6-digit code if FUND level was selected

Category – options are Salary Policy, Workforce Planning, HR Budget Feed, Tenure Track Cleanup, MUNACA Strike, Restricted Accounts, Carry Forward & Encumbrance Roll or Bi/weekly Payroll Conversion.

*\* To determine ORG level, query INB Banner form FTMORGN – and select "Options - View Hierarchy". For more information on ORG Levels, please see the Knowledge Base article #3862 on the McGill Financial Services website:*

*(<http://kb.mcgill.ca/fskb/easylink/article.html?id=3862>).*

### Detail Information may include:

Fund code and title – Fund code and description related to the transaction.

Position code and title – Position code and description linked to the transaction.

Organization code – Organization code related to the transaction.

Program code – Program code related to the transaction.

Account code – Account code related to the transaction.

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Activity code – Activity code related to the transaction.

Location code – Location code related to the transaction.

Additional Information – Includes budget module document number, transaction type code, incumbent ID#, incumbent name and transaction description.

### **Amount fields may include:**

Permanent Budget – Represents the budget amounts that will be renewed at the beginning of each fiscal year.

Temporary Budget – Represents the Temporary adjustments to the current fiscal year.

Total Budget – Sum of the selected category Permanent & Temporary budget transactions.

Position Total Permanent Budget – Sum of the selected category Permanent budget transactions within the position.

Position Total Temporary Budget – Sum of the selected category Temporary budget transactions within the position.

Position Total Budget – Sum of the selected category Permanent & Temporary budget transactions within the position.

Budget Document Total Permanent Budget – Sum of the Permanent budget sequences within the transaction.

Budget Document Total Temporary Budget – Sum of the Temporary budget sequences within the transaction.

Budget Document Total Budget – Sum of the Permanent & Temporary budget sequences within the transaction.

Fund Total Permanent Budget – Sum of the selected category Permanent budget transactions within the FUND.

Fund Total Temporary Budget – Sum of the selected category Temporary budget transactions within the FUND.

Fund Total Budget – Sum of the selected category Permanent & Temporary budgets transactions within the FUND.

Grand Total Permanent Budget – Sum of the selected category Permanent budget transactions at the ORG (or FUND) query level.

Grand Total Temporary Budget – Sum of the selected category Temporary budget transactions at the ORG (or FUND) query level.

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Grand Total Budget - Sum of all the selected category Permanent & Temporary budgets transactions at the ORG (or FUND) query level.