# **TUTORIAL VIDEO**

1. [Video Reconciling Course Budget Details](https://illinoisstateuniversity-my.sharepoint.com/:v:/g/personal/dafinch_ilstu_edu/EUWO8KZ3m29Mlx2gocpcw1YBxmJrz8RweV74CFSzk5Q4dg?nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJPbmVEcml2ZUZvckJ1c2luZXNzIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXciLCJyZWZlcnJhbFZpZXciOiJNeUZpbGVzTGlua0RpcmVjdCJ9fQ&e=SuAnY6)
2. [Sample Spreadsheet used in video](https://illinoisstateuniversity-my.sharepoint.com/:x:/g/personal/dafinch_ilstu_edu/EXj_LOu_Q0lNhp3YDcV-508Batl6y4pPFRnKCBtSY6uEPg?e=Yt0g9d)

# **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.
   1. All PAF’s for Spring must be submitted to HR by the due date.
   2. All courses for Spring must be submitted to the Registrar Office by the due date.
   3. 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.
      1. NTT bucket should balance to $0.

# **SUMMARY OF EACH TAB**

* 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
  + ACTION ITEMs- See Action Item steps
* TTF/NTTF/GA Fiscal Details
  + No Action items
  + Refer to the current budget by employee class 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. Umbrella 9-Digit Unit Code
8. Expenditure Amount
9. Encumbrance Amount
10. Position Description
    1. Winter Teaching will display in this column
11. Earnings Code
    1. EXP-Extra pay will display in this column
12. Earnings Description
    1. EXP-Extra pay will display in this column
13. Instructor Role
    1. Indicate Primary Instructor
14. Fall/Spring-Total Course Count by “Instructor of Record”
    1. 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 ONLY temporary funding by primary instructor

Goal is to update Course count in notes if not properly displaying on “All Budget” tab

1. Please note the date the report was exported, if you have late PAF’s, the amount and course info for Fall and Spring will need to be added to the “All Budget Type” tab.
2. Go to the “All Budget Type Fiscal Details” tab.
   * Filter by bucket
   * Start at Cell R11.
   * The report is pre-populating the instructors 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 and received IC/GenEd.
     + 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 additional note’s column.
     + If the faculty member is split funded, please add another row splitting funds appropriately.
   * Course Count Detail Notes:
     + Provide notes for Course details for IC/Gen Ed funded courses if not properly displayed in Fall and Spring Course Count Columns.
     + Course Offerings tab will provide details on the courses
     + This was a field added after the video, so you do not see in tutorial
   * Additional Notes to Provost
   * **Verify IC and/or Gen Ed distributed from college matches what is logged in the “All Budget Type Fiscal Details” tab.**

# **FREQUENTLY ASKED QUESTIONS**

1. How do I get to this report?
   * 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
     1. 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.