



Definitions for Cognos BI Position Management Reports – December 2007

Report Folders	<p>Position Management Reports This is the parent folder for all Position Management reports. The Fiscal Month and Fiscal YTD subfolders are contained here. The “Inactive Position Listing by HRIS Department” is also found in this folder.</p> <p>Fiscal Month Reports in this subfolder display information for a specific user-selected fiscal month. Some of the “Position Detail” reports in this folder include fiscal year-to-date total fields.</p> <p>Fiscal YTD Reports in this subfolder display information for the entire fiscal year, up through the most recent HRIS payroll for the selected year.</p>
Report Names	<p>By Account and Object Code:</p> <ul style="list-style-type: none">▪ <u>By Fiscal Month:</u><ul style="list-style-type: none">○ Area Totals by Object Code - By Fiscal Month○ Area/Fund Totals by Object Code - By Fiscal Month○ Area/Fund/Org Totals by Object Code - By Fiscal Month○ Area/Fund/Org Position Detail by Object Code - By Fiscal Month▪ <u>Fiscal YTD:</u><ul style="list-style-type: none">○ Area Totals by Object Code - Fiscal YTD○ Area/Fund Totals by Object Code - Fiscal YTD○ Area/Fund/Org Totals by Object Code - Fiscal YTD○ Area/Fund/Org Position Detail by Object Code - Fiscal YTD <p>By Account and Salary Plan / Grade:</p> <ul style="list-style-type: none">▪ <u>By Fiscal Month:</u><ul style="list-style-type: none">○ Area/Fund/Org/Object Totals by Salary Plan/Grade - By Fiscal Month <p>By HRIS Department and Salary Plan / Grade:</p> <ul style="list-style-type: none">▪ <u>By Fiscal Month:</u><ul style="list-style-type: none">○ Area/HRIS Dept Totals by Salary Plan/Grade - By Fiscal Month○ Area/HRIS Dept Position Detail by Salary Plan/Grade - By Fiscal Month▪ <u>Fiscal YTD:</u><ul style="list-style-type: none">○ Area Totals by Salary Plan - Fiscal YTD

	<ul style="list-style-type: none"> ○ Area Totals by Salary Plan/Grade - Fiscal YTD ○ Area/HRIS Dept Totals by Salary Plan - Fiscal YTD ○ Area/HRIS Dept Totals by Salary Plan/Grade - Fiscal YTD ○ Area/HRIS Dept Position Detail by Salary Plan/Grade - Fiscal YTD <p>By HRIS Department:</p> <ul style="list-style-type: none"> ▪ Inactive Position Listing by HRIS Department ▪ <u>By Fiscal Month:</u> <ul style="list-style-type: none"> ○ Active Position Listing by HRIS Department ▪ <u>Fiscal YTD:</u> <ul style="list-style-type: none"> ○ Active Position Listing by HRIS Department - Fiscal YTD
Report Actions	<p>Drill Down: Available on fields within the report body that are underlined. Right click on an underlined field and select Drill Down. This will display the report information at the next lower hierarchy level, if another level is available.</p> <p>Drill Up: Available on fields within the report body that are underlined. Right click on an underlined field and select Drill Up. This will display the report information at the next higher hierarchy level, if another level is available.</p> <p>Drill Thru: Available on fields anywhere in the report that are in Blue font. Click on a blue field once. This will open a new report at the selected detail level.</p>
Totals Report Fields	<ul style="list-style-type: none"> ▪ Staff Position Budgeted Salaries – a total of the Budgeted Salary values for all active staff positions within the report specification. ▪ CUFS Budget – a total of the Budgeted Amount from CUFS for the Area/Fund/Org and Object. This value is only valid for accounts where expense budgets reside on the salary lines. ▪ Actual Amount Charged – a total of the salary expense amount charged to the GL for the specified month for all positions within the report specification. ▪ Fiscal YTD Actual Amount Charged – a total of the salary expense amount charged to the GL for the entire fiscal year-to-date for all positions within the report specification. ▪ Encumbrance Amount – a total of the remaining encumbrance amount as of the specified month for all positions within the report specification. ▪ Current Encumbrance Amount – a total of the remaining encumbrance amount as of the current date for all positions within the report specification. ▪ Fiscal YTD Total – the sum of the Fiscal YTD Actual Amount Charged plus the Current Encumbrance Amount for all positions within the report specification.

	<ul style="list-style-type: none"> ▪ CUFS Budget vs Fiscal YTD Total – the difference between the CUFS Budget and Fiscal YTD Total values for all positions within the report specification. ▪ Filled FTE – a count of the position distribution percentages for all filled positions within the report specification. ▪ All Position Budgeted FTE – a count of the position distribution percentages for all positions, vacant and filled, within the report specification. ▪ Percent on Appropriated Funds – the percent of positions within the report specification funded by or charged to by Appropriated Funds. For this purpose, Appropriated Funds are defined as Fund 0010 and Funds 0018 through 0090.
<p>Detail Listing Report Fields</p>	<ul style="list-style-type: none"> ▪ Current Headcount – the headcount status of the position as of the end of the specified fiscal period. ▪ Distribution Percentage – the distribution percent for a specific funding line on a position. ▪ Budgeted Position – this reflects the “Budgeted Position” flag from the Position Budgeted Salary page in HRIS. ▪ Annual Salary – the annual salary for an employee for a specific funding line on a position. ▪ Fiscal Month Actual Charged Amount – the salary expense amount charged to the GL for the selected fiscal month for a position on a specific Area/Fund/Org and Object. ▪ Fiscal YTD Actual Charged Amount – the salary expense amount charged to the GL for the entire fiscal year-to-date for a position on a specific Area/Fund/Org and Object. ▪ Encumbrance Amount – the remaining encumbrance amount for a position on a specific Area/Fund/Org and Object. ▪ Fiscal YTD Total – the sum of the Fiscal YTD Actual Amount Charged plus the Encumbrance Amount for the position ▪ Staff Position Budgeted Salary – the Budgeted Salary value for a specific funding line on a position. Only available for STF position types. ▪ Fiscal Month Staff Salary Variance – the Staff Position Budgeted Salary minus the Annual Salary for the fiscal month selected. This value can be positive or negative, and is only available for STF position types. ▪ Fiscal YTD Staff Salary Variance – the Staff Position Budgeted Salary minus the Annual Salary for the entire fiscal year-to-date period selected. This value can be positive or negative, and is only available for STF position types.

	<ul style="list-style-type: none">▪ Fiscal YTD Staff Vacancy/Breakage Savings – the amount a vacant position would have charged for the fiscal month if the position had been filled based on the Staff Position Budgeted Salary. Only available for STF position types. ▪ Fiscal Month Staff Vacancy/Breakage Savings – the amount a vacant position would have charged if the position had been filled based on the Staff Position Budgeted Salary for the entire fiscal year-to-date. Only available for STF position types.
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