

## Report Guide

Financial Compass Report Name	Short Description
Workforce Plan Reports (plans only)	
06.01 - Vacancy Report	Displays position details on current vacant positions
06.01.01 - Vacancy Report with LD	Displays position details on current vacant positions, including labor distribution
06.02 - WFP Roster Summary - Faculty	Displays position details on current filled & vacant Faculty positions
06.03 - WFP Roster Summary - Staff	Displays position details on current filled & vacant Staff positions
06.04 - LD Impact Report	Displays all positions with labor charged to your division, including those from both inside and outside your Budget Home Orgs.
06.05 - LD Cross-Division Impact Report	Displays a subset of the LD Impact Report, lists those positions that have labor charged to your unit, and has a Budget Home Org outside of your division.
06.06 - Banner Sync Status Report	Displays an indicator of whether or not the WFP Sync has been paused for each Org
06.07 - Merit Lump-Sum Report*	Displays a list of all employees with a planned lump sum merit award. It includes a link to the Add Pay form and an optional checkbox to track Add Pays that have been submitted.
06.08 - Other Employee Cost Report	Displays planned OEC by org or employee and includes a total by fiscal year for labor and non-labor amounts.
06.10 – LD % Report	Displays a % of salary by FOP for each position
06.11 - WFP Compare (Pro-Rated)	Displays the salary variance between the prior year's Adjusted Budget and the current year's Forecast if positions' start/ end date are different from July 1 <sup>st</sup> / June 30 <sup>th,</sup> respectively.
06.12 - WFP Compare (Annualized)	Displays the salary variance between the prior year's Adjusted Budget and the current year's Forecast
02.04 - LD Management <u>(editable)</u>	Displays a bulk view of LD by Employee input page. Also indicates if the status for each LD is Incomplete, Unsubmitted or Submitted.
Transfers Reports & Other (plans only)	
25.01 - Transfers Report	Displays details of planned transfers
00.01- Multi-Year Growth Rates Summary	Displays a list of growth rates for the out years
00.02- Multi-Year Growth Rates Detail	Displays a list of growth rates by account code for the out years
15.11 - Non-Labor Notes Summary (editable)	Displays any notes added to a FOAP in the 12.01/13.01 input pages
15.17- Encumbrance Adjustments	Displays year-end Encumbrances Rollover by account code
Continuous Plan Reports (plans and actuals)	
15.01 - Unrestricted Balancing	Displays unrestricted funds balance by Budget Entity
15.02 - Unrestricted Balancing by Account	Displays unrestricted funds at account-level detail
15.03 - Restricted Fund Balance-FOPA	Displays restricted fund balances at the FOPA level. Excludes funds with no budget or actuals
15.04 - Restricted Fund Balance - FO	Displays restricted fund balances at FO level. Includes all funds, even those with no budget or actuals
15.05 - Restricted Fund Balance by Account	Displays restricted funds at account level detail
15.06 - Budget to Forecast Summary**	Displays prior year actuals and the variance between Forecast and
	Adjusted Budget at the annual level
15.0/ - Budget to Forecast Detail**	Usplays prior year actuals, the variance between Forecast and
15 08 - Unrestricted Allocation Walk forward	Displays the change between Adjusted/Allocation
15.09 - Adonted Balancing by Account	Displays the variance between Adopted/Adjusted at account-level
13.05 Adopted building by Account	detail



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15.15 - Allocation Summary	Displays full reconciliation of Allocation plus various adjustments in
	the Adopted and Adjusted cycles
15.16 - Adopted to Adjusted Rollforward (Unrestricted)	Displays the variance between current year Adopted/Adjusted
15.18 – Restricted Ending Fund Balance by Year-FO	Displays current and three future years of ending fund balances for
	Restricted accounts
15.20 - Multi-Year Summary	Displays three years of actuals, current year Forecast, and Multiyear
	projections
15.21 - Multi-Year Account Summary	Displays three years of history, current forecast, and three future
_	years' fund balances by account
15.23 - Multi-Year Restricted Fund Balance-FO	Displays current and three future years of ending fund balances for
	Restricted funds by fund types

Financial Compass Report Name	Short Description	
Historical Reports		
26.01 - Historical Transfers Report	Displays a historical view by cycle of planned transfer details	
07.01 - Historical Faculty Roster	Displays historical position details on filled & vacant Faculty positions	
	by specific cycle	
07.02 - Historical Staff Roster	Displays historical position details on filled & vacant Staff positions by	
	specific cycle	
07.03 - Historical Faculty Merit	Displays historical details of the 05.01 Faculty Merit input page during	
	the Adopted Budget	
07.04 - Historical Staff Merit	Displays historical details of the 05.02 Staff Merit input page during	
	the Adopted Budget	
07.05 - Historical LD Management	Displays a historical view by cycle of LD by Employee input page	
07.07 - Historical Other Employee Costs	Displays a historical view by cycle of planned OEC by org or employee	
	and includes a total by fiscal year for labor and non-labor amounts	
FY24 Adopted Budget (Tableau)	Displays a historical view in TABLEAU of the Adopted Budget with	
	fund type summary tab and monthly detail tab	
FY24 Adjusted Budget (Tableau)	Displays a historical view in TABLEAU of the Adopted Budget with	
	fund type summary tab and monthly detail tab	

Note certain reports are applicable during specific cycles as indicated:

\* Adopted Budget Only

\*\* Forecast Only

All other reports can be utilized for any planning cycle.