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Welcome to ABYSS

A Budget You Should Submit (ABYSS) was originally developed by OBIA for use in the 1995-96 budget year. This system allows direct input of your budget and is fully integrated so that when funding crosses departments, all departments see the impact. Budgeting occurs at two levels. The detail level allows you to identify how each person on your staff will be funded. This information is rolled up to the summary level so you can see how the dollars aggregate into your accounts. The summary level allows you to input budget items that are not handled at the detailed level like operating expenses and graduate students.

This manual is available on the Office of Budget’s website under ABYSS /ABYSS User Documentation.

If you need additional information on how to use applications in CIS, there is a CIS Brochure on the Information Systems website under Application Links / Campus Information Systems.

Questions concerning how to use ABYSS or specific budgeting questions should be directed to Angie Nielsen, 491-1689, Angela.Nielsen@colostate.edu.
Accessing ABYSS in CIS

Applications provided by the Office of Budgets are available from the Campus Information System (CIS) main menu under OBIA.

Follow these steps to get to ABYSS:

- Access the Campus Information System (CIS) as appropriate for your department. If you do not know how or are having problems getting to CIS, contact your department’s network administrator.

- Select the OBIA Menu from the CIS Main Menu. If this option is not available to you, contact your department’s network administrator.

- Select ABYSS Main Menu from the list presented from the OBIA option. If ABYSS is not an option for you, contact the Office of Budgets.

- The options available from the ABYSS menu are:
  - Budget Summary
  - Budget Staffing and Distributions
  - Request Staffing/Distribution Refresh
  - Reports

If your options are different than those listed above, contact the Office of Budgets.
General concepts when using ABYSS

Regardless of what screen you might be in or what data you may be trying to change, some concepts remain the same. These concepts are presented briefly below. Screen specific information will be pointed out throughout this document. See Appendix C for descriptions of the icons used in CIS.

To retrieve data to the screen (querying)

When you enter a screen, the first thing you must do is retrieve data from or query the database. When the screen is first displayed, it will be in query mode.

1) Make sure that your cursor is in the top block of the screen. The bottom blocks are always coordinated with the top block meaning that they will only present detail information specific to the record showing in the top block.

2) Query mode is indicated at the bottom of the screen by the words “Enter Query” as shown below. If you are not in query mode, click on the enter query icon at the top of the screen.

3) Enter query criteria using the following options:

   %  The percent sign is the wildcard. If you type only partial information into a field, you must follow it with a percent sign or no data will be returned.

   < or >  The greater than and less than signs can be used in numeric fields to indicate that you want to only return numbers that are greater than or less than the specified amount.

   field filled in  When a field is completely entered, the data that is returned will match exactly. When a list of values is available, you may click on the List icon to choose from the available values.

   empty field  When a field is left empty, this indicates that any value will satisfy that field.

4) Click on the execute query icon.

If the criteria you entered find no corresponding matches in the database, the following message box will be displayed:
To continue:
1) Click on the OK button to return to the query screen.
2) Verify that the query criteria have been entered correctly. You may need to modify the entered criteria to search for less restrictive boundaries.
3) Click on the execute query icon.

If you are unable to retrieve data to which you should have access, contact the Office of Budgets to report the problem.

**Getting to another record**

If the record you wish to view or change is not displayed but should have been returned by the last query you performed, you may scroll to other records by doing the following:
1) Use the up or down arrow keys
2) Use the next record or previous record icons
   or
3) Use the scroll bar on the right side of the block when it is available.

**Read-only versus update access**

1) Access is granted in ABYSS on a departmental level. If you have not been granted access to a department, you will not be able to query data related to that department.
2) Read-only access to a department allows you to query data related to that department but not to make any changes to that information.
3) Update access allows you to both query data related to a department and make changes as applicable to the screen in which the data was queried.

**To add a new record**

In all cases, to add a record, you must be on a blank line on the screen. Sometimes fields are given a default value when your cursor first enters a blank line. The system is trying to help by putting in the most commonly used value in that field. This is intended to reduce the amount of keying required. Even if some fields are filled in automatically for you, this is still a “blank” line in which you may create a new record. Access a blank line by doing one of the following:
1) If screen is in query mode, click on the **cancel query** icon. This will cause an information box to pop up letting you know that you have cancelled the query. Click on the OK. Your screen will now allow you to enter a new record.

or

2) If records have already been queried to the screen, scroll down until you reach a blank record. Follow the instructions for that screen and block to add data in each field.

**To delete a record**

1) Use the arrow up and arrow down keys or click with the mouse to place the cursor on the record to be deleted.
2) Click on the **delete record** icon.
3) Follow the instructions in “**Saving your work**”.

**But then I changed my mind**

If you have changed or deleted a record but not yet saved the changes, it is possible to recover the original record by doing one of the following:

1) Click on the **Exit** icon. This will present a message box informing you that you have unsaved changes:

   ![Message Box](image)

   - If you **do not** want to save your changes, click on the **No** button. This will exit the screen and will not save any changes.
   - If you **do** want to save your changes, click on the **Yes** button. This will save your changes then exit the screen.
   - If you want to think about it some more, click on the **Cancel** button. This will return you to the screen as it was when you clicked on the Exit icon.

or

2) You may reverse the changes or deletes you have made by clicking on the **Enter Query** icon. The same message box as the one shown above will appear. The options have the following affect:
   - If you **do not** want to save your changes, click on the **No** button. This will cause the block in which the cursor resides to be cleared with no save taking place. The screen is now in **Query mode**.
- If you **do** want to save your changes, click on the **Yes** button. This will save your changes and put the screen in **Query mode**.
- If you want to think about it some more, click on the **Cancel** button. This will return you to the screen as it was when you clicked on the **Enter Query** icon.

### Saving your work

Click on the **Save** icon to save your work to the database. If all validations are passed, the data will be saved successfully and the following message box will appear:

![Message Box](image)

Click on the **OK** to return to the screen and continue with your next action.

If you click on the **Save** icon but a validation is **not** passed an error box will be displayed informing you of the problem. Click on **OK** to close the error box. Then you may take the following actions:
- Correct the problem then click on the **Save** icon again.
- If you do not understand the error, please contact the Office of Budgets immediately.
- If you are unable to resolve the error, you will not be able to save your work. You will have to exit to the menu and reenter the screen to start over. The following message box will appear:

![Message Box](image)

You have three options:
<table>
<thead>
<tr>
<th>Yes</th>
<th>The outstanding error will be shown again in an error box. You will not be able to save while an error exists.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Exits the screen without saving your most recent changes. The only work not saved would be that done since the last successful save.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Returns you to the screen where you may make changes to attempt to correct the problem causing the error.</td>
</tr>
</tbody>
</table>

**Budget Summary Screen**
The Budget Summary screen is used to view and enter budget amounts against a specific account for a particular budget pool or subcode. The Budget Summary screen appears as:

![Budget Summary Screen Image]

**Querying the chart of accounts**

The top block labeled, “Chart of Accounts” is used to query data to the screen. Follow the directions on page 3 in the “**To retrieve data to the screen**” section.

On this screen, you can retrieve accounts by account number, fund group, or department. Query criteria may be entered as described below:

1) **To retrieve a specific account or a range of accounts:**
   - click in the Account Number field
   - to retrieve a single account, enter the full account number
   - to get a range of accounts, enter at least the first 2 digits of the accounts followed by a %

2) **To retrieve accounts by fund group:**
   - click in the Fund Group field
• enter the fund group or choose from the list of values by clicking on the list icon

3) To retrieve accounts for a department or a range of departments:
• click in the Responsible Department field
• enter the department number or choose from the list of values by clicking on the list icon
• to get a range of departments, enter at least the first 2 digits of the department number followed by a % sign

The accounts associated with the specified criteria will be returned from the database. You will only be able to view one account at a time and the budget summary amounts associated with that account. If no budget summaries exist, the Budget Summary block will appear empty.

After a query, the screen might look like this:
Summary vs. detail access in the budget summary screen

To retrieve data in the Budget Summary screen, you must have security access to either the department or the fund group to which an account belongs.

- If you have access to a department, then you may access all accounts associated with that department.
- If you have access to a fund group, you may see all accounts associated with that fund group regardless of the department.

Detail level

- Working at a detail level means that salaries are budgeted for each person working for a department. As salary information is entered for an individual in the Budget Staffing and Distribution Screen, the sum of dollar amounts in an FRS code is calculated. This summarization is presented in the budget summary screen. Changes to salary dollars cannot be made in this screen but must be made by changing an individual’s salary amounts in the Budget Staffing and Distribution Screen which is discussed later in this document.
- While salary dollars may not be changed, other types of budgets must be entered in the budget summary screen. These include revenue budgets, operating budgets, and salary-related budgets that are handled at a group level. How to make these entries is discussed in the “Adding budget summary information” section on the following page.

Budget summary block

The second block on the screen, the Budget Summary Block, is displayed below. It is in this area that you can make changes to the budget you are developing. The records displayed/entered in this block are always associated with the account currently showing in the Chart of Accounts block.
Adding budget summary information
You may add a budget line item to any blank line in this block.

FRS Code
Mandatory
List of values: Available

1) Position the cursor in the FRS Code field and type an FRS code.
2) Press enter, tab, or click in the summary amount field. One of the following will occur:
   2.1 If the code is valid, the FRS type, description and budget type fields will be filled in automatically. You may go on to the summary amount field.
   2.2 If the code is invalid, the following error box will be displayed:

Click on the OK to close the error box. Make sure your cursor is in the FRS Code field and retype the correct code or click on the list icon to use the list of values. (Instructions on how to use the list of values is available in Appendix D.)

2.3 At some point you may enter an FRS code that you know to be valid but the following error box appears:

There are some codes which are only available to the administrative budget analyst. If you believe you have dollars to enter against a restricted code, please contact the Office of Budgets. Click on the OK to close the error box.

2.4 If you type in an FRS code which is associated with salary dollars that must be entered through the Staffing and Distribution Screen, the following error box will appear:
Click on the OK to close the error box. You will need to enter a code which is valid for the budget summary screen. The valid codes are those with a budget type of “GRP”, “LMP”, or “REV”. Descriptions of these budget types are presented below.

### FRS Code Type
**Mandatory:**

The FRS Code Type field is normally populated when a valid FRS Code is entered. If the code type is not filled in, you may enter the appropriate type. The code type can have one of the following values:
- **BP** Identifies the FRS code as a budget pool
- **SC** Identifies the FRS code as a subcode

### Budget Type
**Not Enterable:**

Like the FRS code type, the budget type field is populated when a valid FRS Code is entered. Descriptions of the budget types and their usage follow:

**SAL** - Salary Budget Type

Salary entries are displayed but may not be changed. The amounts shown represent an accumulation of the pay distributions entered for employees in the staffing screen. To achieve change, you need to return to the individual distribution records and alter the records in the staffing distribution screen.

**GRP** - Group Budget Type

This is a type of salary entry. Graduate and hourly position salaries are entered as an aggregate amount.

**LMP** - Lump Budget Type

Lump entries are used to budget those expenses for which fringe and FTE months do not apply. For example, operating expenses are entered as “lump” amounts.

**REV** - Revenue Budget Type

Revenue entries are used to budget revenue. All revenue dollars are entered against subcodes not budget pools. Use the list-of-values to see the available revenue subcodes. **Note:** User-defined subcodes are not allowed in ABYSS. Once the initial budgets are finalized and uploaded to FRS, users can process Budget Change Requests to move budgets to user-defined subcodes.
Summary Amount
Mandatory:
1) Enter the budgeted amount for the identified FRS code.
2) Press enter or tab or click on the next field in which you want to enter data. One of the following actions will occur depending on the budget type of the record:
   2.1 If the budget type is “SAL,” the fringe amount is automatically calculated and so is the FTE Months field. “SAL” (salary budgets) can only be viewed, not changed.
   2.2 If the budget type is “GRP” the fringe amount will automatically be calculated and your cursor placed in the FTE Months field for you to complete.
   2.3 If the budget type is “LMP” then the fringe amount, FTE months and summer flag fields will not be enterable and your cursor will move to the next record.
   2.4 If the budget type is “REV” the summary amount will be checked to see if it has been entered as a credit amount. A credit is represented by a negative amount. A positive number will generate the following warning.

Click on OK to continue. If the amount you entered was correct, ignore the warning and continue. Otherwise, highlight the field and reenter the amount as a credit. If no warning is generated, your cursor will move to the next record as the other fields are not relevant to a revenue entry.

Fringe Amount
Not Enterable:
If the budget type is “SAL” then the fringe amount will automatically be calculated when the summary amount is entered. This calculation uses the FRS code for which the salary dollars are being entered to determine the correct fringe rate. If a “new” fringe rate is available for the next fiscal year, that rate will be used. Otherwise the current fringe rate is applied.

Note: If the account belongs to the 13, 14, 15, 17 or 19 fund group, the fringe amount is set to 0 (zero). All these fund group fringe dollars are charged to centralized accounts which are budgeted by the Office of Budgets.

This field will be blank for “LMP” and “REV” budget types.

FTE Months
Mandatory for “SAL” and “GRP” budget types
Blank for “LMP” and “REV” budget types
FTE months are important in a variety of areas in addition to ABYSS. They are used in the accreditation process, university statistics and funding discussions, as well as in comparisons with peer institutions.

FTE months are entered to identify the number of full time equivalent months the salary amount represents. You will need to calculate this number manually for “GRP” budget types using the number of employees, number of months being worked and the part time percentage. (A part-time % of .000 on the Employee Staffing screen indicates a full-time employee.) Your account summary management report by subcode can be used as a guide for this year’s FTE months.

**Computing FTE months**

Use the following examples to help compute FTE months. Keep in mind if basis of service is greater than the months worked, you will need to annualize by computing months worked ÷ basis of service as shown in Example 3. Reviewing the prior year’s budget information may be helpful, especially if this year’s budget is similar to last year.

Example 1:
For a salaried employee, the FTE months are computed as:

\[
\text{basis of service} \times \text{part-time \%}
\]

Using the information from the Employee Staffing and Compensation Distribution screen on page 19, Brenda has:

- part-time \% \quad .8
- basis of service \quad 12

Her FTE months will be \((.8 \times 12) = 9.6\).

Example 2:
Assume the same information as above except that half of her salary is paid from this account & half is paid from a different account. Her FTE for this account would be:

\[(.8 \times 12 \times \frac{1}{2}) \text{ or } 4.8\]

Example 3:
Assume the same information as example 1 except the position is temporary for only 9 months. You will need to convert the work time to a 12 month basis. Her FTE would be:

\[(.8 \times 12) \times (9 \div 12) = 7.2\]

Example 4:
For a group of graduate assistants, the FTE months are computed as:

\[
\text{# of students} \times \text{# of months} \times \text{part-time \%}
\]

A group of graduate students with the following assumptions:

- number of grad students \quad 4
- number of months worked \quad 9
- part-time \% \quad .5

The FTE months will be \((4 \times 9 \times .5) = 18.0\).
Example 5:
For a group of hourly employees, the FTE months are computed as:
\[
\frac{\text{(Number of employees} \times \text{hours/week each} \times \text{# of weeks worked})}{\text{hours available per month}}
\]
A group of hourly employees with the following assumptions:
- Number of employees: 6
- hours/week each: 10
- hours available per month (constant): 173
- number of weeks worked: 16

The FTE months will be \(\frac{6 \times 10 \times 16}{173} = 5.55\)
The trick here is to compute average annual hours and not just use monthly amounts.

Example 6:
For a budgeted dollar amount, the FTE months are computed as:
\[
\frac{\text{Budgeted dollar amount}}{(\text{avg hourly wage} \times \text{hours available per month})}
\]
A group of hourly employees with the following assumptions:
- budget: $5,000
- avg hourly rate: $8
- hours available per month (constant): 173

The FTE months will be \(\frac{5,000}{(8 \times 173)} = 3.613\)

Example 6a:
Assume you have $45,000 to spend on graduate assistants.
- full-time monthly salary: $2,740

The FTE months will be \(\frac{45,000}{2,740} = 16.42\).

Summer Flag
Mandatory for “SAL” and “GRP” budget types
Blank for “LMP” and “REV” budget types
The salary amounts and related FTE months need to be split into summer and non-summer buckets. An “N” in this field (the default) identifies the salary and FTE as academic year amounts. A “Y” indicates summer dollars.
The summer flag cannot be changed when the budget type is “SAL”. The flag will be a “Y” for distributions entered against the following earnings types in the staffing and distribution screen:
- FSS - Faculty Summer Session
- FSX - Faculty Summer Session, Partial Fringe
- PSS - Professional Summer Session
- PSX - Professional Summer Session, Partial Fringe

Clearing a record (or Help! I changed my mind)
If you have started to add a record and then decide against it, you can remove the record from the screen by following these steps:
1) Highlight the FRS Code field and press the space bar or backspace key to clear the field.
2) Click on the **clear record** icon.

**Modifying budget summary information**

The following fields may be modified according to the instructions found in “Adding Budget Summary Information” on page 11:

- Summary Amount
- FTE Months
- Summer Flag

**Deleting budget summary information**

Follow the directions in the “To delete a record” section on page 5.

**Note**: You cannot delete a record in the Chart of Accounts block, only those in the budget summary.

**Saving budget summary information**

You may enter as many budget summary records as you like prior to saving them to the database. Prior to saving the data, the screen might look like this:

![Budget Summary Table]

When you are ready, click on the **Save** icon. If all the data has been entered correctly, the save confirmation box will display. Notice that the **Totals** fields are blank prior to the save. These fields are only updated when new or changed records are saved. After a successful save, the totals will appear or be updated with the correct values:
Continue by following the directions in “Getting to another record” or press the Exit icon to leave the screen and return to the ABYSS menu.

**Employee Staffing and Distributions**

The Staffing and Distributions screen is used by those who are entering their budgets at a detail level. It is here that changes can be made to existing employees to reflect their next year’s salary dollars, new positions that are not yet staffed can be added, employees known to be leaving may be deleted and promotions or changes in part-time percentages can be entered. In each case, the associated account(s) will be affected and reflected in the Budget Summary Screen.

The Budget Staffing and Distribution screen appears when accessed from the menu:
**Querying the employee staffing screen**

When you enter the Employee Staffing and Distribution screen, it will be in query mode. Follow the directions in the “To retrieve data to the screen” section on page 3.

Specific to the Employee staffing screen, you can retrieve employee records by specifying criteria in any or all of the fields in the Staffing Employees block which are enterable. These fields are identifiable by their white background color.

The most common way to query staff is by department. A query by department will return all employees for whom that department is considered their “home” department. To query by department:

1) If the screen is **not** in query mode, click on the **enter query** icon
2) Use your mouse to click in the Hrs Dept field
3) Enter a department number for which you have access
4) Click on the **execute query** icon

More creatively, if you wish to query all employees that are state classified making more than $35,000 in departments starting with 61. You would enter the criteria as shown below after ensuring that the screen is in enter query mode:

A successful query will return data to the screen. One employee is displayed at a time. The employee’s distributions will be automatically displayed in the Budget Distributions block. An example of the screen with data is shown below:
Access restrictions in the employee staffing screen
Querying employees in the Employee Staffing screen is limited by the access you have been granted. Access is at a departmental level. For the departments to which you have been granted access, you will be able to query and make changes to the following:

1) All employees in that home department
2) Employees with distributions against accounts that belong to your department(s)

Warning: If you make changes to distributions for employees not in your home department, you should notify the person doing the budget for that home department. This will help to avoid one person making a change and another reversing the change because of a lack of communication.

Staffing employee block
The staffing employee block is used to retrieve records from the database when the screen is in query mode. You can also add, modify and delete employees from this block.

Adding staffing employee information
You may add an employee by accessing a blank line in this block. Refer to the “To add a new record” section on page 4 for instructions on how to get to a blank line. In this block, all fields are mandatory. Directions for entering data in each field are given on the following pages.
HRS Dept
List of values: available
- Enter a valid 4 digit department number as defined by the Human Resources system. This department number is considered the employee’s home department.

PID
List of values: N/A
- Enter a unique 9 character value containing no hyphens identifying the employee.

TBA records
“To-be-announced” records identify a position that has been created but not yet filled. For budgeting purposes, it is necessary to enter this position to show how the position will be funded. A TBA record is indicated by the presence of a “Z” in the first position of the field.

- Create a TBA record by tabbing through this field when it is empty. Do not create a TBA record by typing in a PID starting with a “Z”. Let the system create the PID! This is the only way to ensure that the PID will be unique!
- You may change a TBA PID by overtyping it once the PID is known for the person who will fill the position.

Name
List of values: N/A
- Enter a name in the following format: Last Name, First Name Middle Name
- All data entered in this field will be automatically capitalized.
- For TBA record, enter the title or brief description of the position to be filled
- i.e. temporary professor of biological minutiae.

Employee Type
List of values: available
- Enter the general classification of the type of employee
  i.e. F - faculty, SP - state classified, P - administrative professional, etc.

Appointment Type
List of values: available
- Enter the general classification of the type of appointment held by the employee
  i.e. R - regular, T - temporary, S - special, etc.

Appt Class
List of values: available as a restricted list
- Appt Class is the same as job class that shows up in the budget distributions block in the lower section of the screen.
- This relates to HR information found in Oracle under:
  Assignment → Job
(see Appendix D on how to use a restricted list of values)
- Enter the specific classification of the employee’s appointment.
Anniversary dates are no longer a driving factor in pay calculations. Populated as legacy data for State Classified employees only.
List of values: N/A
This field is only applicable to state classified employees (an Employee Type of SP). Do not complete for new records added or modify existing records.

Grade
List of values: available
Note: This field is only applicable to state classified employees (an Employee Type of SP). Do not populate for new records added. Remove from records being modified if changing annual salary and/or appt class.

Step
List of values: available
The Step field has no meaning in pay calculations.
Note: This field is only applicable to state classified employees (an Employee Type of SP). Ignore existing information and do not populate for any records added.

Annual Salary
List of values: N/A
- For state classified employees, the annual base rate for the given grade will be displayed.
- For administrative professionals and faculty, the salary defined through the salary raise exercise or their current HRS salary will be displayed.
- For TBA records, enter the annual base salary.

Basis of Service
List of values: available
- Enter whether the employee works on a 9 or 12 month basis. It should directly correspond to salary basis on assignment in HRS.

Part-time %
List of values: not applicable
This relates to HR information found in Oracle under:
Assignment → Standard Conditions → Working Hours
- Enter the fraction of time that this person works. Use the following examples for reference:
  full-time .0000
  half-time .5000
  three-quarter time .7500
Staffing employee changes that effect the budget distributions

- If the salary amount is changed, then any records in the budget distribution block will be recalculated based on the percentage of salary for that distribution record.
- If the part-time percentage is changed, then any records in the budget distribution block will be recalculated based on the percentage of salary multiplied by the part-time percentage.
- **Note:** The recalculation will not occur until you click in the budget distribution block or when you click on the **Save** icon.

Modifying staffing employee information

- All enterable fields in the staffing employee block can be changed. Follow the instructions found in “Adding staffing employee information” above for the fields you would like to change.
- **Note:** Check the “Staffing employee changes which effect the budget distributions” section above as changes made to the staffing employee can cause distributions to be recalculated.

Deleting staffing employee information

You may delete an employee. *This will also delete all of that employee’s associated distributions.* To delete an employee, do the following:

- Click on any enterable field in the staffing employee block.
- Click on the **delete record** icon. The following message box will appear:

```
Forms

Deleting a staffing record will also delete all associated distribution records and will be saved automatically. Click "Delete" to continue or "Cancel" to return to the screen with no changes.

[Delete] [Cancel]
```

The box warns you that not only will the employee’s distributions be deleted but that this action will be saved to the database automatically. **You cannot change your mind once the delete process is complete.** Choose one of the following options from the message box:

- To continue with the delete, click on the **Delete** button.
- If you want to abort the delete and simply return to the screen, click on the **Cancel** button.
**Budget distributions block**

The second block of the Budget Staffing screen displays how a specific employee is to be funded. It is used to identify the accounts from which an employee will be paid. For example:

![Budget Distributions Table]

### Adding budget distributions

You may add a budget distribution for an employee by accessing a blank line in this block. Refer to the “To add a new record” section on page 4 for instructions on how to get to a blank line. In this block, all fields are mandatory. Directions for entering data in each field are given on the following pages.

#### Job Class

List of values: available as a restricted list

(see Appendix D on how to use a restricted list of values)

- Enter the specific job for which the employee is being paid. For existing records, this field will reflect whatever value was received from the HRS staffing download.
- New records will default to the appointment class of the employee but may be overridden with any valid value.

#### Account

List of values: available as a restricted list

(see Appendix D on how to use a restricted list of values)

- Enter the account from which the employee will be paid for the specified job.
- You do not have to have security access to the department to which the account belongs to use the account to fund an employee.

**Note:** If you use an account which belongs to another department, make sure that the person responsible for the budget in that department is aware of your use of their account.

#### HRS Dept

Non-enterable

- Identifies the department to which the account belongs.
- This field is filled in automatically when the account is specified.
Earnings Type
List of values: available
- Enter the earnings classification which identifies the type of salary being paid. The fringe rate used to calculate fringe benefits is dependent on the earnings type.

Percent
List of values: N/A
- Enter the percentage that the distributed salary paid from this account represents of the annual base salary. When you first enter a percent, the screen might look like:

When you press the tab key or click in another field, the salary amount, fringe amount and FTE months will be calculated and displayed as shown below:

- You may tab over this field if you wish the percentage to be calculated from a specific salary amount.
- The percent will be calculated (or recalculated) when/if a salary amount is entered. The percent calculation is:
  \[(\text{distributed salary} \div (\text{annual base salary} \times \text{part-time fraction})) \times 100\]

Salary Amt
List of values: N/A
- Enter the amount from the specified account to be paid to the employee.
- If the percent is filled in, the salary will have already been calculated as:
  \[(\text{annual base salary} \times \text{part-time fraction}) \times (\text{percent} \div 100)\]
- You can accept the amount calculated or enter a specific amount. Entering a specific amount will cause the percentage to be recalculated. Following the sample screens for the percent field, notice how the value in the percent has changed when the calculated salary amount was reentered with a specific value:
Fringe
Not enterable
- This is the amount of fringe benefits the account will be assessed and is a calculated amount.
- The rate at which the benefits are calculated is associated with the specified earnings type.
- If a future fringe rate has been defined at the beginning of the budget cycle for the specified earnings type then the future rate is used. Otherwise the current fringe rate is used. The fringe amount is calculated as follows whenever the salary amount changes:
  \[
  \text{distributed salary} \times \text{fringe rate} \div 100
  \]
- In two cases the fringe amount is set to zero:
  - if there is no fringe rate associated with the specified earnings type.
  - if the specified account is in the 13, 14, 15, 17 or 19 fund group.

FTE Months
List of values: N/A
- Defines the number of full-time equivalent months which this salary represents. The FTE months are calculated as follows whenever the salary amount changes:
  \[
  (\text{basis of service} \times \text{part-time fraction})
  \]

Running totals for budget distributions
This illustration shows the four fields which hold running totals for the columns in the budget distribution block. The fields containing the total appear directly above the appropriate column. These fields provide running totals for the distribution amounts.

These fields are provided to help you determine if an individual is fully funded. As any of the distribution values change, the respective total will show you the effect of that change.
Modifying budget distributions
You may modify existing distribution records. Simply click on any enterable field you would like to change and follow the instructions in “Adding budget distributions” for that field. Remember to save your changes when you have completed modifications for an employee.

It is possible for you to change records outside of your security access. This would occur if you accessed an employee outside of your department who had distributions from your accounts. If you attempted to change the employees funding to accounts belonging to other departments, you will receive the following error message:

![Error message]

To continue, click OK, then you must change a distribution account to one belonging to your department and save. You must contact the employee’s home department budget administrator in order to request the needed change. This administrator will have the appropriate access to complete the transaction.

Deleting budget distributions
You may delete existing distribution records. Follow the instructions in the “To delete a record” Section on page 5. Deletes must also be saved!

The relationship between employee distributions and the budget summaries
A sophisticated feature of ABYSS is its ability to determine whether an employee distribution will affect a budget summary record. The criteria used to make that determination follows:

- If the department to which the account belongs is budgeted at a detail level, then the amount in the detail distribution will affect the budget summary record.
- If the department to which the account belongs is budgeted at a summary level, then the detail distribution amount will not be included in a budget summary record. The amounts for summary level departments will be entered directly into the Budget Summary Screen and do not represent a rollup of detail distributions.
- If the fund group to which the account belongs is identified as a summary level fund, then the amount in the detail distribution will not be included in the budget summary record.
Let’s take a look at an example:

Joe is a detail level user for department 1234. He is entering distributions for a faculty member who also gets funding from department 6789. Department 6789 is budgeted at the summary level by Mary. Account 538944 is in fund group 53 identified as a summary level fund. Since account 131444 is in the 13 fund the fringe amount is zero.

<table>
<thead>
<tr>
<th>User</th>
<th>Dept</th>
<th>Department Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe</td>
<td>1234</td>
<td>Detail Level</td>
</tr>
<tr>
<td>Mary</td>
<td>6789</td>
<td>Summary Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Dept</th>
<th>Fund Group</th>
<th>Fund Group Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>123444</td>
<td>1234</td>
<td>12</td>
<td>Detail</td>
</tr>
<tr>
<td>678944</td>
<td>6789</td>
<td>67</td>
<td>Summary</td>
</tr>
<tr>
<td>538944</td>
<td>1234</td>
<td>53</td>
<td>Summary</td>
</tr>
<tr>
<td>131444</td>
<td>1234</td>
<td>13</td>
<td>Detail</td>
</tr>
</tbody>
</table>

The distributions look like:

```
<table>
<thead>
<tr>
<th>Job</th>
<th>Class</th>
<th>Account</th>
<th>Hrs</th>
<th>Dept</th>
<th>Earn</th>
<th>Percent</th>
<th>Salary Amt</th>
<th>Fringe</th>
<th>Pte</th>
<th>Mths</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>007420</td>
<td>123444</td>
<td>1234</td>
<td>1234</td>
<td>FAC</td>
<td>50.00</td>
<td>32,250.00</td>
<td>6,192.00</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>007420</td>
<td>678944</td>
<td>6789</td>
<td>6789</td>
<td>FAC</td>
<td>25.00</td>
<td>16,125.00</td>
<td>3,096.00</td>
<td>2.25</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>007420</td>
<td>538944</td>
<td>1234</td>
<td>1234</td>
<td>FAC</td>
<td>15.00</td>
<td>9,675.00</td>
<td>1,857.60</td>
<td>1.35</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>007420</td>
<td>131444</td>
<td>1234</td>
<td>1234</td>
<td>FSS</td>
<td>10.00</td>
<td>6,450.00</td>
<td></td>
<td>0.00</td>
<td>0.90</td>
</tr>
</tbody>
</table>
```

The affects on the budget summary are:

- **Line 1** - Both the account which belongs to department 1234 and the account’s fund group are handled at a detailed level. This record will affect the summary.
- **Line 2** - The account which belongs to department 6789 is being handled at a summary level. Therefore, this record will not affect the summary.
- **Line 3** - The account’s fund group is handled at a summary level. This record will not affect the summary.
- **Line 4** - Both the account which belongs to department 1234 and the account’s fund group are handled at a detailed level. This record will affect the summary.

**Criteria for determining which budget summary a distribution will affect**

If the detail distribution amount is to be rolled into a summary record, ABYSS determines the appropriate summary record using the following criteria:

- Identify the salary subcode and the fringe subcode associated with the given earnings type.
- Determine the budget pool to which the salary subcode belongs.
- Determine the budget pool to which the fringe subcode belongs.
- Determine whether the earnings type is categorized as a summer earnings type (currently these are FSS, FSX, PSS, and PSX).
- If both the salary and fringe subcodes belong to the same budget pool then find a budget summary record for the specified account, budget pool and summer flag. If one is found then update the summary amount, fringe amount and FTE months. If an existing summary record is not found, create a new one.
- If the salary and fringe subcodes belong to a different budget pool then search for a budget summary record for the specified account, salary budget pool and summer flag. Update only the summary amount and FTE months (or create a record if it doesn’t exist). Next search for a budget summary record for the specified account, fringe budget pool and summer flag. Update only the fringe amount (or create a record).

Continuing the example above:

We have already determined that only lines 1 and 4 will affect the budget summary. Here is some additional data we need to know:

<table>
<thead>
<tr>
<th>Earnings Type</th>
<th>Salary Subcode</th>
<th>Budget Pool</th>
<th>Fringe Subcode</th>
<th>Fringe Budget Pool</th>
<th>Summer Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAC</td>
<td>2011</td>
<td>2000</td>
<td>2012</td>
<td>2000</td>
<td>N</td>
</tr>
<tr>
<td>FSS</td>
<td>2011</td>
<td>2000</td>
<td>2012</td>
<td>2000</td>
<td>Y</td>
</tr>
</tbody>
</table>

The budget summary for account 123444 currently looks like:

```
+--- Chart of Accounts             +--- Budget Summary             |
| Account Number: 123444            | FRS Code: 2000                  |
| Group: 12                         | Type: Faculty Sal               |
| Department: 1234                  | Descrip: SAL                    |
|                                   | Type: SAL                       |
|                                   | Amount: 528,100.04               |
|                                   | Summary: 95,395.28              |
|                                   | Fringe: 112,000.00              |
|                                   | Summer Flag: N                  |
```

The budget summary for account 131444 currently looks like:

```
+--- Chart of Accounts             +--- Budget Summary             |
| Account Number: 131444            | FRS Code: 2000                  |
| Group: 13                         | Type: Faculty Sal               |
| Department: 1234                  | Descrip: SAL                    |
|                                   | Type: SAL                       |
|                                   | Amount: 44,100.00                |
|                                   | Summary: 0.00                   |
|                                   | Fringe: 21,000.00               |
|                                   | Summer Flag: Y                  |
```
The distributions look like:

<table>
<thead>
<tr>
<th>Job</th>
<th>Hrs</th>
<th>Earn.</th>
<th>Fte</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Account</td>
<td>Dept</td>
<td>Type</td>
</tr>
<tr>
<td>1.</td>
<td>007420</td>
<td>123444</td>
<td>1234</td>
</tr>
<tr>
<td>2.</td>
<td>007420</td>
<td>678944</td>
<td>6789</td>
</tr>
<tr>
<td>3.</td>
<td>007420</td>
<td>128844</td>
<td>1234</td>
</tr>
<tr>
<td>4.</td>
<td>007420</td>
<td>131444</td>
<td>1234</td>
</tr>
</tbody>
</table>

These distributions will affect the budget summary as follows:

- **Line 1** - Looking up “FAC” in the earnings type table, the salary subcode is 2011 and the fringe subcode is 2012. Both of these subcodes are in budget pool 2000. “FAC” is not one of the summer earnings types. There is an existing record in the budget summary for account 123444, budget pool 2000, summer flag “N”. This budget summary record would appear as follows after the distributions were committed:

<table>
<thead>
<tr>
<th>FRS</th>
<th>Code</th>
<th>Budget</th>
<th>Summary</th>
<th>Fringe</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Type</td>
<td>PRS Descrip</td>
<td>Type</td>
<td>Amount</td>
<td>Amount</td>
</tr>
<tr>
<td>2000</td>
<td>BP</td>
<td>Faculty Sal</td>
<td>SAL</td>
<td><em><strong>560,350.04</strong></em></td>
<td><em><strong>101,587.20</strong></em></td>
</tr>
</tbody>
</table>

- **Line 4** - Earnings type “FSS” has the same subcodes and budget pool as “FAC” but “FSS” is a summer earnings types. While there is an existing record in the budget summary for account 131444, budget pool 2000 it is for a summer flag of “N”. A new budget summary record would be created as follows after the distributions were committed:

<table>
<thead>
<tr>
<th>FRS</th>
<th>Code</th>
<th>Budget</th>
<th>Summary</th>
<th>Fringe</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Type</td>
<td>FRS Descrip</td>
<td>Type</td>
<td>Amount</td>
<td>Amount</td>
</tr>
<tr>
<td>2000</td>
<td>BP</td>
<td>Faculty Sal</td>
<td>SAL</td>
<td><em><strong>6,450.00</strong></em></td>
<td></td>
</tr>
</tbody>
</table>
Requesting a Staffing/Distribution Refresh

The purpose of ABYSS is to allow you to build and fine tune your budgets. ABYSS uses the HRS data as the baseline. Promotions, terminations, change in part-time percent, positions not yet filled all affect next year’s budget and need to be reflected during the budgeting process. At the beginning of the ABYSS exercise, the most current data from HRS is retrieved into the ABYSS database. If you have already made modifications in HRS they should be reflected in the ABYSS data. Subsequent modifications to HRS may require using the refresh process or manually making the changes in ABYSS. It all depends on the stability of the HRS downloads. Further details will follow from the Office of Budgets as we get closer to going live with ABYSS.

The refresh process will do the following for each department for which a refresh is requested:

- Removes from ABYSS all staffing employees who belong to the department(s) identified to be refreshed. This does **not** include TBA records where the PID begins with the letter ‘Z’.
- Removes all distribution records associated with the above identified employees.
- From the nightly HRS download, inserts into ABYSS all employee records whose home department is being refreshed except those with a people group of GA (graduate assistants), T (temporary or non-student hourly), SH (student hourly), or SE (work study). These employee types are handled as a group in the summary screen. There is no need to pull in the individual staffing records.
- For each employee record added to ABYSS, insert that employee’s distribution records.
- Recalculate the budget summary records affected by the distribution records.

This screen is used to bring a “fresh” set of data from the HRS system into ABYSS for the requested departments. Normally, you may request a refresh at any time and as many times during the ABYSS budgeting cycle as you would like up to a certain time. Further details will be communicated by the Office of Budgets.

The date tracking capability in HR will allow you to enter new hires and changes early in the process so the need for the refresh process may not be as important as in previous years.

Choosing the Request Staffing/Distribution Refresh option from the menu will present this screen:
This screen automatically queries only the data associated with the user currently logged in. You may not access someone else’s departments.

The top section of the screen will show information specific to you. You may not change this information so if any of it is incorrect, please contact the Office of Budgets.

The bottom section, labeled “Department Access” contains a list of all departments to which you have been granted access. Directions to the data in each field follows:

**Requesting a refresh**

Once the screen presents your accessible departments, requesting a refresh is no more difficult than changing the refresh field from “N” to “Y”. Specific information about each field follows:

**Refresh?**

- List of values: available
  - This is the only enterable field in this screen. The normal value for refresh is “N”. This indicates that your department’s data will not be refreshed overnight.
  - To request a department’s refresh, highlight the value in the Refresh field and type in “Y” and save the change.
Restrictions
- A refresh is only applicable to departments whose budget is handled at the *detail level*. Check the **access level** field to determine this.
- A refresh can only be requested by a user with *update* access to a department. Check the **access type** field to determine this.
- The refresh is an overnight process during the work week. No refreshes are processed on Saturday and Sunday nights.

HRS Dept
Non-enterable
- Displays the department to which you have access and for which you may request a refresh

Dept Name
Non-enterable
- Displays the descriptive name of the HRS department number

Access Level
Non-enterable
- Identifies the level at which budgeting for this department will be done:
  - **D** - Identifies the department as one being budgeted at the *detail level*
  - **S** - Identifies the department as one being budgeted at the *summary level*

Access Type
Non-enterable
- Identifies the type of access this user has to the specified department:
  - **U** - Identifies the user as having *update* access to the department
  - **R** - Identifies the user as having *read-only* access to the department

Note: The addition and deletion of records in this screen is not allowed. If you do not see departments to which you believe you should have access, contact the Office of Budgets. By the same token, if you see departments for which you are no longer responsible, contact the Office of Budgets to have the department removed from your access list.
ABYSS Reporting

Complementing the ABYSS on-line capabilities, are several reports available to better analyze your budget data.

To access the ABYSS reports, choose the Reports menu option from the ABYSS main menu.

Some reports will accept parameters so you can limit the amount of information which is returned on the report. Others return all information available based on your access.

The following table shows the access level required to run a report and which reports accept parameter criteria:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Access Level</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Account Detail of Staffing</td>
<td>Detail</td>
<td>Yes</td>
</tr>
<tr>
<td>2) Staffing Detail by Home Department</td>
<td>Detail</td>
<td>Yes</td>
</tr>
<tr>
<td>3) Account Expenditure Summary by Department</td>
<td>Detail</td>
<td>Yes</td>
</tr>
<tr>
<td>4) Budget Expenditure Summary by Fund Group</td>
<td>All</td>
<td>No</td>
</tr>
<tr>
<td>5) Budget Summary Transaction List</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>6) Budget Revenue Summary Report by Fund Group</td>
<td>All</td>
<td>No</td>
</tr>
<tr>
<td>7) Account Revenue Summary by Department</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>8) Account Detail of Salary and Other Expenses</td>
<td>Detail</td>
<td>Yes</td>
</tr>
<tr>
<td>9) Budget Expenditure by Exec Level and Division</td>
<td>Detail</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Rounding of values on the reports

Dollar values on the reports are displayed as a whole number with the exception of the “Staffing Detail by Home Department Report” and the “Account Detail of Salary and Other Expenses” report. Slight discrepancies between the reports are usually the result of rounding and, for the purpose of budgeting, are inconsequential.

The summary reports round the individual amounts which are displayed. This allows the reports to accurately reflect the amounts which will be sent to KFS after ABYSS reconciliation.

The Account Detail of Staffing report (ufbar01) displays information in whole numbers but the raw data carries a number in greater precision than that.

The Account Expenditure Summary by Department report (ufbar03) derives its data from a Summary table where detailed employee records have been rolled up.
Both reports are rounding raw data to display less precision and the two reports do not use the same data sources. Specifying report criteria

Selecting any report option from the menu will present a report parameter form which will be similar to the following illustration:

All parameter fields default to “%”. Running the reports with the default values will cause the report to include information about all departments, accounts, and/or fund groups to which you have access.

Note: It is not recommended that you run reports with all parameter fields defaulted to “%”. 

Page 1 of
The reports run slowly when allowed to default. As a standard practice please enter a department, fund group, or account subset (i.e. “130 %”) when running reports or be prepared for a delayed response.

You may enter criteria into the available fields to limit the scope of the report being run. The parameter fields may use wildcards, specific values, or a combination of both. Refer to the General concepts section labeled “To retrieve data to the screen (querying)” on page 3 for an explanation of how to enter query criteria.

**Note:** There is one major difference between entering criteria for a report versus a screen. When specifying criteria for a report, you must put a “%” sign in the field to indicate that you want all possible values in that field returned. In a query screen you leave the field blank to get all possible values.

In the previous illustration, the first three fields were left alone defaulting to the “%” sign. The following illustration presents an example of the screen with criteria entered:
In this example the parameters will cause the report to do the following:

- Only include information about department 1171 i.e. Animal Sciences.
- Only include information specific to accounts starting with the number “13”.
- In this example, entering a fund group would be redundant since the specified accounts all belong to fund group 13. As this is the case, allow the fund group parameter to default to the “%” sign.

If there is no data found which match the specified criteria, then the report will be empty.

The previous examples showed the largest number of possible parameters. Other reports do not use all of the parameters presented above. The Parameter Form will only display those parameters which are applicable for the specific report. For example, the Staffing Detail by Home Department Report (report 2) allows only the choice of Department Number and Destination type:
The Budget Expenditure Summary by Fund Group (report 4) selects all data for which your security allows access. There are no parameter choices for reports.

**Running reports**

When you have entered your parameters, if any, click the **Submit Query** button or hit Enter to invoke the report processing. These reports are displayed in the PDF format similar to all of the other CIS reports.

**The report format**

All of the ABYSS reports offer a similar look. This section will illustrate the common structure of the report headings and help you to interpret the information presented.
The reports

Account Detail of Staffing Report

This report provides account level detail of each employee’s salary distribution, by earnings type and job classification. The report is organized to show, by fund group then department, all accounts from which staffing distributions have been made. The report will include only those accounts which belong to departments to which you have access. Any employee staffed from one of these accounts will appear on this report regardless of the home department to which the employee belongs.

Since the report is sorted by earnings type within an account, an employee’s distribution may be divided across more than one earnings type within a single account. The distributions may also be split across multiple accounts for an employee.

A summary total is provided for: each account; all accounts within a department; all accounts within a fund group; all accounts on the report. A report summary is also included at the end of the report showing totals by earnings type.
### Fund Group: 13
Dept: 1371 Atmospheric Science

<table>
<thead>
<tr>
<th>Earn</th>
<th>Job</th>
<th>Account</th>
<th>Type</th>
<th>Employee Name</th>
<th>Class</th>
<th>Salary</th>
<th>Fringe</th>
<th>FTE Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>131420</td>
<td>PRO</td>
<td>008370</td>
<td>FRO</td>
<td>Brown, Buford</td>
<td>3,600</td>
<td>0</td>
<td>1.50</td>
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<tr>
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<td>Green, Red D</td>
<td>G3A3*A</td>
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<td>0</td>
<td>1.25</td>
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<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
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</tr>
<tr>
<td>White, William V</td>
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<tr>
<td>Taupe, Trudy R</td>
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<td>48,873</td>
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| FAC | Blue, Betty A | 007420 | 50,000 | 0 | 6.00 |
| Red, Roger L | 007420 | 50,250 | 0 | 7.00 |
| Black, Bonnie H | 007420 | 25,750 | 0 | 2.00 |
| 126,000 | 0 | 15.00 |

| FCS | The Asst Prof | 007480 | 2,500 | 0 | 0.50 |
| 2,500 | 0 | 0.50 |

| Acct Total | | | | 128,500 | 0 | 15.50 |
| Dept Total | 180,273 | 0 | 35.32 |
| Fund Total | 180,273 | 0 | 35.32 |

### Fund Group: 53
Dept: 1371 Atmospheric Science

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<th>Account</th>
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<th>Employee Name</th>
<th>Class</th>
<th>Salary</th>
<th>Fringe</th>
<th>FTE Months</th>
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<td>008370</td>
<td>FRO</td>
<td>Brown, Buford</td>
<td>15,500</td>
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<td>5.00</td>
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<tr>
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| FAC | Blue, Betty A | 007420 | 21,393 | 4,108 | 2.48 |
| Red, Roger L | 007420 | 16,585 | 3,568 | 2.40 |
| Black, Bonnie H | 007420 | 70,171 | 13,473 | 6.48 |
| Acct Total | | | | 110,149 | 21,140 | 11.44 |
| Dept Total | 146,504 | 28,844 | 24.19 |
| Fund Total | 146,504 | 28,844 | 24.19 |
| Rept Total | 326,777 | 28,844 | 59.51 |

### Report Summary

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<th>Fringe</th>
<th>FTE Months</th>
</tr>
</thead>
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<tr>
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</tr>
<tr>
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### Staffing Detail by Home Department Report

This report lists employee’s staffing distributions from all accounts regardless of funding source. It is organized by the employee’s **home department**. Only those employees whose home departments are in departments to which you have access will display on the report. Note that the only criteria defined for this report is department number. In this example, the department criteria defaulted to the wildcard “%”:

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<th>Employee ID</th>
<th>Name</th>
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<th>Salary</th>
<th>Fringe</th>
<th>Total</th>
<th>FTE Months</th>
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<td>51,133.32</td>
<td>6.00</td>
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<td></td>
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<td>5,079.42</td>
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</tr>
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<td></td>
<td>8,522.22</td>
<td>1,636.26</td>
<td>10,158.48</td>
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</tr>
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<td></td>
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<td>4,855.76</td>
<td>0.48</td>
</tr>
<tr>
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<td>818.31</td>
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<tr>
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<td>160,160.15</td>
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</tbody>
</table>
Account Expenditure Summary by Department Report

This report reflects the same categorization and values as the Budget Summary Screen. For each department within a fund group, the accounts are listed showing the amounts currently distributed to specific budget categories. If the category is not salary-related the value will appear in the “Other” column. The report provides a total for: each account; all accounts within a department; all accounts within a fund group; all accounts on the report.

Totals are also displayed at the end which provides a summary by budget category for the entire report.

<table>
<thead>
<tr>
<th>Fund Group: 15</th>
<th>1371 Atmospheric Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>156922 ATMOS PRECIP. PREDICTIONS-AG. WATEE RES</td>
<td>For CSUSTAFF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Salary</th>
<th>Fringe</th>
<th>Other</th>
<th>Total</th>
<th>Months</th>
</tr>
</thead>
<tbody>
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<td>4,000</td>
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Fund Group: 16

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<th>Months</th>
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<td>6,277</td>
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Report Summary

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<th>FTE</th>
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Budget Expenditure Summary Report by Fund Group

This report provides an aggregate total by account of all expenditure budget categories into the four major column headings of salary, fringe, other and FTE months. The report is organized to show, by fund group, then department, all accounts for which dollars have been budgeted. This report always runs for all accounts, departments, and fund groups to which you have access so no report criteria is displayed on the top line of the report.

Summary totals are provided for:
- all accounts within a department
- all accounts within a fund group
- the report

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<th>Department: 1371 Atmospheric Science</th>
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<tr>
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</thead>
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</thead>
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Report Summary:

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</table>
Budget Summary Transaction List

The information on this report reflects what is to be sent to KFS as the original budget once the reconciliation process through ABYSS is complete. **Use this report to balance to your budget control numbers.** There is one caveat. Salary information is displayed in whole numbers reflecting how the data is sent to KFS. The data entered in the database is stored with greater precision i.e. with decimal places intact. *When data is summed for this report, there will be rounding differences* to a greater or lesser degree depending on the parameters used for the report. The rounding cannot be eliminated when the report uses a different precision than that of the raw data.

<table>
<thead>
<tr>
<th>Account #</th>
<th>Frg Code</th>
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<th>Fringe</th>
<th>Other</th>
<th>Total</th>
<th>SS</th>
<th>FTEM</th>
<th>AY</th>
<th>FTEM</th>
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Fund Group 21
Department 1372

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<th>FTEM</th>
<th>AY</th>
<th>FTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>210470</td>
<td>2100</td>
<td>Admin Pr Sry</td>
<td>33,100</td>
<td>6,355</td>
<td></td>
<td>39,455</td>
<td>12.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>210480</td>
<td>2400</td>
<td>State Classified</td>
<td>9,882</td>
<td>2,253</td>
<td></td>
<td>12,135</td>
<td>3.91</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>210520</td>
<td>2400</td>
<td>State Classified</td>
<td>23,148</td>
<td>5,278</td>
<td></td>
<td>28,426</td>
<td>12.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>66,130</td>
<td>13,886</td>
<td></td>
<td>80,016</td>
<td>27.91</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**College Totals**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Frg Code</th>
<th>Budget Category</th>
<th>Salary</th>
<th>Fringe</th>
<th>Other</th>
<th>Total</th>
<th>SS</th>
<th>FTEM</th>
<th>AY</th>
<th>FTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,220,045</td>
<td>13,886</td>
<td>18,000</td>
<td>1,251,931</td>
<td>420.56</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fund Group Totals**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Frg Code</th>
<th>Budget Category</th>
<th>Salary</th>
<th>Fringe</th>
<th>Other</th>
<th>Total</th>
<th>SS</th>
<th>FTEM</th>
<th>AY</th>
<th>FTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,220,045</td>
<td>13,886</td>
<td>18,000</td>
<td>1,251,931</td>
<td>420.56</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report Totals**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Frg Code</th>
<th>Budget Category</th>
<th>Salary</th>
<th>Fringe</th>
<th>Other</th>
<th>Total</th>
<th>SS</th>
<th>FTEM</th>
<th>AY</th>
<th>FTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,220,045</td>
<td>13,886</td>
<td>18,000</td>
<td>1,251,931</td>
<td>420.56</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Budget Revenue Summary Report by Fund Group

This report provides the total revenue by account for fund groups where revenue is generated. Totals are given by department, fund group, and report.

<table>
<thead>
<tr>
<th>Fund Group: 13</th>
<th>Department: 1371 Atmospheric Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acct #</strong></td>
<td><strong>Revenue Total</strong></td>
</tr>
<tr>
<td>131423</td>
<td>-6,500</td>
</tr>
<tr>
<td>131433</td>
<td>-11,000</td>
</tr>
<tr>
<td><strong>Dept Sum</strong></td>
<td>-17,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Group: 15</th>
<th>Department: 1371 Atmospheric Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acct #</strong></td>
<td><strong>Revenue Total</strong></td>
</tr>
<tr>
<td>157032</td>
<td>-5,300</td>
</tr>
<tr>
<td><strong>Dept Sum</strong></td>
<td>-5,300</td>
</tr>
<tr>
<td><strong>FG Total</strong></td>
<td>-5,300</td>
</tr>
</tbody>
</table>

**Report Summary:**

<table>
<thead>
<tr>
<th><strong>Revenue Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>-22,800</td>
</tr>
</tbody>
</table>
Account Revenue Summary by Department

This report provides a summary of each revenue budget category by account within a department, by fund group. In certain fund groups, only specific accounts will have revenue budgets.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Revenue Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee</td>
<td>-2,500</td>
</tr>
<tr>
<td>Course Fees</td>
<td>-4,000</td>
</tr>
<tr>
<td></td>
<td>-6,500</td>
</tr>
<tr>
<td>Dept Total</td>
<td>-6,500</td>
</tr>
</tbody>
</table>

Fund Group: 13
1371 Atmospheric Science
131423 LABORATORY INSTRUCTION

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Revenue Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee</td>
<td>-3,500</td>
</tr>
<tr>
<td>Course Fees</td>
<td>-1,800</td>
</tr>
<tr>
<td></td>
<td>-5,300</td>
</tr>
<tr>
<td>Dept Total</td>
<td>-5,300</td>
</tr>
<tr>
<td>Rept Total</td>
<td>-11,800</td>
</tr>
</tbody>
</table>

Report Summary

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Revenue Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee</td>
<td>-6,000</td>
</tr>
<tr>
<td>Course Fees</td>
<td>-5,800</td>
</tr>
<tr>
<td></td>
<td>-11,800</td>
</tr>
</tbody>
</table>
Account Detail of Salary and Other Expenses

This report provides detail by account number displaying all staffing dollars assigned to an account as well as any other expenses on this account entered via the budget summary screen. Totals are provided for the employee detail amounts, the budget summary amounts and for the account. The report criteria may be specified for department, account or fund group to select the specific account or range of accounts particular to your reporting needs.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Earn Type</th>
<th>Job Class</th>
<th>Salary</th>
<th>Fringe</th>
<th>Other</th>
<th>Total</th>
<th>FTE Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Mickey</td>
<td>PRO</td>
<td>008520</td>
<td>9,400</td>
<td>1,655</td>
<td>40</td>
<td>10,955</td>
<td>2.40</td>
</tr>
<tr>
<td>Mouse, Minnie</td>
<td>PRO</td>
<td>008520</td>
<td>4,600</td>
<td>800</td>
<td>50</td>
<td>5,400</td>
<td>1.20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13,900</td>
<td>2,455</td>
<td>90</td>
<td>16,355</td>
<td>3.60</td>
</tr>
<tr>
<td>Duck, Donald</td>
<td>SCR</td>
<td>G3A2*E</td>
<td>7,275</td>
<td>1,750</td>
<td>0</td>
<td>9,125</td>
<td>3.00</td>
</tr>
<tr>
<td>Trump, Donald</td>
<td>SCR</td>
<td>G3A5*E</td>
<td>10,175</td>
<td>2,050</td>
<td>12</td>
<td>12,228</td>
<td>4.40</td>
</tr>
<tr>
<td>Johnson, Donald</td>
<td>SCR</td>
<td>HiR1XX</td>
<td>5,555</td>
<td>1,222</td>
<td>0</td>
<td>6,777</td>
<td>2.40</td>
</tr>
<tr>
<td>Total State Classified</td>
<td></td>
<td></td>
<td>23,165</td>
<td>5,027</td>
<td>12</td>
<td>28,127</td>
<td>9.80</td>
</tr>
<tr>
<td>Total Employees</td>
<td></td>
<td></td>
<td>37,005</td>
<td>7,493</td>
<td>02</td>
<td>44,493</td>
<td>13.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Salary</th>
<th>Fringe</th>
<th>Other</th>
<th>Total</th>
<th>FTE Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERDEPT CREDITS</td>
<td>0.00</td>
<td>-44,558</td>
<td>-44,558</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>STUDENT HOURLY</td>
<td>17,500</td>
<td>275.12</td>
<td>17,775</td>
<td>7.30</td>
<td></td>
</tr>
<tr>
<td>TRAVEL</td>
<td>0.00</td>
<td>500</td>
<td>500.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>OTHER DIRECT COST</td>
<td>0.00</td>
<td>12,500</td>
<td>12,500</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total Other Expenses</td>
<td>17,500</td>
<td>375.12</td>
<td>-31,558</td>
<td>-13,682.88</td>
<td>7.30</td>
</tr>
<tr>
<td>Total For Account 120122</td>
<td>54,505.17</td>
<td>7,858.12</td>
<td>-31,558</td>
<td>30,800.31</td>
<td>20.70</td>
</tr>
<tr>
<td>Report Total</td>
<td>54,505.17</td>
<td>7,858.12</td>
<td>-31,558</td>
<td>30,800.31</td>
<td>20.70</td>
</tr>
</tbody>
</table>

Budget Expenditure by Exec Level and Division Due to the many administrative reporting line changes, a new report has been created to provide summarized expenditure.
information at the Executive and Division levels. This report is most helpful for the vice presidential and non-academic areas. The reporting parameters to select from are: fund group, executive, division, department and account. This report will display budget pool details by account. It will then give totals at the department, division and executive levels. The end of the report will provide a summary of budget pool categories.

<table>
<thead>
<tr>
<th>Fund Group</th>
<th>Executive Division</th>
<th>VP INFORMATION TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: 1371</td>
<td>Atmospheric Science</td>
<td>Dept: 1004 Institutional Research</td>
</tr>
<tr>
<td>Account 13420</td>
<td>DEPARTMENTAL ACADEMIC ADMINISTRATION</td>
<td>Account 130142 INSTITUTIONAL RESEARCH</td>
</tr>
<tr>
<td>Budget Category</td>
<td>Salary</td>
<td>Budget Category</td>
</tr>
<tr>
<td>Budget Faculty Salary</td>
<td>1,303,591</td>
<td>Budget Admin/Pro Salary</td>
</tr>
<tr>
<td>Budget Admin/Pro Salary</td>
<td>570,642</td>
<td>Budget Stclns Salary</td>
</tr>
<tr>
<td>Budget Stclns Salary</td>
<td>120,987</td>
<td>Total</td>
</tr>
<tr>
<td>Acct Summary:</td>
<td>2,305,220</td>
<td>FTE Months: 24.00</td>
</tr>
<tr>
<td>Account 136526 CSA/530514-131422 THE CSU-CHILL RADAR</td>
<td>Total</td>
<td>FTE Months: 24.00</td>
</tr>
<tr>
<td>Budget Category</td>
<td>Salary</td>
<td>Budget Admin/Pro Salary</td>
</tr>
<tr>
<td>Budget Faculty Salary</td>
<td>266,900</td>
<td>Budget Stclns Salary</td>
</tr>
<tr>
<td>Budget Stclns Salary</td>
<td>0</td>
<td>Total</td>
</tr>
<tr>
<td>Acct Summary:</td>
<td>2,942,323</td>
<td>FTE Months: 472.80</td>
</tr>
<tr>
<td>Dept Summary:</td>
<td>2,942,323</td>
<td>FTE Months: 472.80</td>
</tr>
<tr>
<td>Div Summary:</td>
<td>2,942,323</td>
<td>FTE Months: 472.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account 13288 INFORMATION SYSTEMS</th>
<th>Total</th>
<th>FTE Months: 12.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>Salary</td>
<td>Budget Admin/Pro Salary</td>
</tr>
<tr>
<td>Budget Admin/Pro Salary</td>
<td>152,009</td>
<td>Budget Stclns Salary</td>
</tr>
<tr>
<td>Budget Stclns Salary</td>
<td>0</td>
<td>Total</td>
</tr>
<tr>
<td>Acct Summary:</td>
<td>3,044,332</td>
<td>FTE Months: 484.80</td>
</tr>
<tr>
<td>Account 13290 FR/RLM 2007 PROJECT</td>
<td>Total</td>
<td>FTE Months: 24.00</td>
</tr>
<tr>
<td>Budget Category</td>
<td>Salary</td>
<td>Budget Admin/Pro Salary</td>
</tr>
<tr>
<td>Budget Admin/Pro Salary</td>
<td>166,526</td>
<td>Budget Stclns Salary</td>
</tr>
<tr>
<td>Budget Stclns Salary</td>
<td>0</td>
<td>Total</td>
</tr>
<tr>
<td>Acct Summary:</td>
<td>166,526</td>
<td>FTE Months: 24.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account 13292 STUDENT SYSTEMS PROJECT</th>
<th>Total</th>
<th>FTE Months: 30.91</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Category</td>
<td>Salary</td>
<td>Budget Admin/Pro Salary</td>
</tr>
<tr>
<td>Budget Admin/Pro Salary</td>
<td>174,665</td>
<td>Budget Stclns Salary</td>
</tr>
<tr>
<td>Budget Stclns Salary</td>
<td>0</td>
<td>Total</td>
</tr>
<tr>
<td>Acct Summary:</td>
<td>3,455,324</td>
<td>FTE Months: 599.71</td>
</tr>
<tr>
<td>Dept Summary:</td>
<td>3,455,324</td>
<td>FTE Months: 599.71</td>
</tr>
<tr>
<td>Div Summary:</td>
<td>3,455,324</td>
<td>FTE Months: 599.71</td>
</tr>
<tr>
<td>Exec Summary:</td>
<td>3,455,324</td>
<td>FTE Months: 599.71</td>
</tr>
<tr>
<td>Fund Summary:</td>
<td>3,455,324</td>
<td>FTE Months: 599.71</td>
</tr>
</tbody>
</table>
Appendix A: Quick Guide to the ABYSS Summary Screen

This is intended to be a basic checklist of how to use the Budget Summary Screen. Since this system is only used once a year, this can be used as a reminder of the steps needed to enter data. For more detailed information, refer to the section labeled “Budget Summary Screen”.

1. From the ABYSS menu, select the Budget Summary screen option.
2. Enter your HRS department number in the Chart of Accounts block.
3. Click on the Execute Query icon (it looks like a check mark). This will cause all accounts associated with that department to be returned from the database. You will only be able to see one account at a time.
4. Click on the Next Record icon or press the down arrow on your keyboard until you get to a budget record that needs to be added, changed, or deleted.
5. Put your cursor in the Budget Summary block by tabbing through the Chart of Accounts block or clicking on a record in that block.
6. Adding a budget record:
   - Enter the FRS Code and press tab. The Code Type, FRS Description, and Budget Type will be provided as long as the FRS Code is valid.
   - Enter the amount. If the Budget Type is “SAL” or “GRP” the fringe amount will be automatically calculated. If the Budget Type is “LMP” or “REV”, then the record is complete. Continue with step 9.
   - Enter the FTE months if the Budget Type is “SAL” or “GRP”. (See the Budget Summary Screen section labeled “Computing FTE Months” for instructions.)
   - Summer Flag defaults to “N” to indicate academic year dollars. Change to “Y” if budget line should apply to summer.
7. Modifying a budget record:
   - Click directly on the field you wish to change.
   - If you cannot click on the field, then access to that field has been restricted. Refer to the detailed documentation on the Budget Summary screen to determine what fields may be changed.
   - Continue with step 9.
8. Deleting a budget record:
   - Click on any enterable field in the record you want to delete.
   - Click on the Remove Record icon.
   - Continue with step 9.
9. The record is complete. You may continue with the next record or click on the Save icon to save your work. A message will appear on the screen which tells you whether the save is successful. If you have problems saving the information refer to the General Concepts section labeled “Saving your work” or refer to the more detailed documentation on the Budget Summary screen for a specific problem.
10. Click in the Chart of Accounts block. Do one of the following:
    - To work on other accounts returned by your first query, go to step 4 and continue.
    - To query a new set of accounts, go to step 3 and continue.
    - To exit the screen, click on the Exit icon.
Appendix B: Quick Guide to Staffing & Distributions Screen

This is intended to be a basic checklist of how to use the ABYSS Employee Staffing and Distributions Screen. Since this system is only used once a year, this can be used as a reminder of the steps needed to enter data. For more detailed information, refer to the section labeled “Employee Staffing and Distributions Screen”.

1. From the ABYSS menu, select the Employee Staffing and Distributions Screen option.
2. Enter your HRS department number in the Staffing Employees block.
3. Click on the Execute Query icon. (It looks like a check mark.) This will cause all employees with that home department to be returned from the database. You will only be able to see one staffing record at a time.
4. Click on the Next Record icon or press the down arrow on your keyboard until you get to an employee you need to add, change, or delete.
5. Modifying a staffing record:
   - Double-click directly on the field you wish to change. This will highlight the field and allow you to overtype the existing value. (If you cannot click on the field, then access to that field is not allowed.)
   - For most fields in the staffing block, you can click on the List icon for the valid values.
   - Continue with step 8.
6. Adding a staffing record:
   - Click on the Insert Record icon. This will create a blank record.
   - Enter a value in every enterable field. In most fields, click on the List icon for valid values.
   - To create a TBA record, tab through the PID field without entering anything. A valid TBA PID will be generated for you.
   - Continue with step 8.
7. Deleting a staffing record:
   - Click on any enterable field in the staffing block.
   - Click on the Remove Record icon.
   - A message box will display a warning that deleting a staffing record will also delete all associated distributions. These deletes will be saved immediately and do not require you to click on the Save icon. You have two options:
     - Click on the Delete button to continue the delete.
     - Click on the Cancel button to return to the screen with no changes.
   - Continue with step 13.
8. The Budget Distributions block will automatically display all associated distribution records for the currently displayed employee. To affect the distributions for this employee, follow the directions below.
9. Modifying a distribution record:
   - Double-click directly on the field you wish to change. This will highlight the field
and allow you to overtype the existing value. (If you cannot click on the field, then access to that field is not allowed.)

- Changing the Percent field will cause the Salary Amt, Fringe and FTE Months to be recalculated as well as the running totals displayed above the columns.
- Changing the Salary Amt field will cause the Percent, Fringe and FTE Months to be recalculated as well as the running totals displayed above the columns.
- Continue with step 8. If all changes to the distribution block are complete go to step 12.

10. Adding a distribution record:

- If there is a blank line visible, click in the Job Class field otherwise click on any existing record then click on the Insert Record icon. This will create a blank record. **Note:** the Job Class field will be defaulted to the same value as the Appointment Class of the employee.

- Enter a value in every enterable field. A list of valid values is available for the Job Class, Account, and Earnings Type fields.

- Continue with step 8. If all changes to the distribution block are complete go to step 12.

11. Deleting a staffing record:

- Click on any enterable field in the distribution record to be deleted.
- Click on the Remove Record icon.
- Continue with step 8. If all changes to the distribution block are complete go to step 12.

12. When all changes are complete, click on the Save icon to save your work. A message will appear on the screen which tells you whether the save is successful. If you have problems saving the information refer to the General Concepts section labeled “Saving your work”.

**Note:** You must save all work for an employee before you can continue to the next employee record.

13. After saving your changes, do one of the following:

- To work on other employees returned by your first query, go to step 4 and continue.
- To query a new set of accounts, go to step 3 and continue.
- To exit the screen, click on the Exit icon.
Appendix C: Icon Descriptions and Usage

One of the major differences introduced in this version of ABYSS is the ability to use the mouse to move the cursor around the screen and to perform specific activities. This appendix defines each icon and provides a brief description of what each icon does.

Here is the toolbar that appears at the top of the screen:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Query</td>
<td>Causes screen to go into query mode. The General concepts section labelled “To retrieve data to the screen (querying)” describes how this feature is used.</td>
</tr>
<tr>
<td>F11</td>
<td></td>
</tr>
<tr>
<td>Execute Query</td>
<td>Causes data to be returned to the screen that matches the query criteria. See the General concepts section labelled “To retrieve data to the screen (querying)” for a more complete explanation of this feature.</td>
</tr>
<tr>
<td>Ctrl F11</td>
<td></td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Causes screen to exit query mode. No data will be displayed in the screen. The screen will be in input mode after a query is cancelled.</td>
</tr>
<tr>
<td>F4</td>
<td></td>
</tr>
<tr>
<td>Save</td>
<td>Causes the data on the screen to be permanently saved to the database.</td>
</tr>
<tr>
<td>Ctrl S</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td>This is a print screen. It will not print the document.</td>
</tr>
<tr>
<td>Clear Form</td>
<td>Causes all data on the screen to be cleared away. CAUTION: This also clears information underlying the screen causing the screen to work improperly. If you click on clear form, you MUST exit the screen, return to the menu and reenter the screen to continue work.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Record</td>
<td>Causes a blank record to be created immediately after the current cursor position. You must then enter the appropriate information to complete the record.</td>
</tr>
<tr>
<td>Ctrl</td>
<td></td>
</tr>
<tr>
<td>Delete Record</td>
<td>Causes the current record to be cleared from the screen. A deleted record is removed from the database when the Save icon is clicked.</td>
</tr>
<tr>
<td>Ctrl</td>
<td></td>
</tr>
<tr>
<td>Clear Record</td>
<td>Causes the current record to be cleared from the screen. A cleared record has no permanent effect on the database.</td>
</tr>
<tr>
<td>F5</td>
<td></td>
</tr>
</tbody>
</table>
Previous Record
Causes the cursor to move to the previous record. If only one record is displayed at a time then the previous record will be displayed and other associated blocks will show the corresponding information.

Next Record
Causes the cursor to move to the next record. If only one record is displayed at a time then the next record will be displayed and other associated blocks will show the corresponding information.

Next Block
Shift Page Down
Causes the cursor to go to the next section of the screen. For example, clicking on this icon when in the Staffing Employees block will move the cursor to the Budget Distributions block.

Previous Block
Shift Page Up
Causes the cursor to go to the previous section of the screen. For example clicking on this icon when in the Budget Distributions block will move the cursor to the Staffing Employees block.

List of Values
Ctrl L
Causes a list of valid options for the current field to be listed in a special “list box.” You may choose an item from the list by clicking on the desired item and then clicking on the okay button in the list box or double-clicking on the selected item. The selected values will be transferred to the appropriate field(s) on the screen. See Appendix D for information on using the list.

Edit Field
Ctrl E
Causes a special “edit box” to appear. What you enter in this box will be transferred to the current field including any carriage returns, tabs and other special characters. This option should NOT be used in ABYSS.

Exit
Ctrl F4
If no changes have been made, exits the current screen and returns you to the menu. If changes are outstanding, a box will appear asking to you determine if the changes made should be saved. After clicking on your desired response, you will be returned to the menu.

Help
Ctrl H
Additional online help is not available in ABYSS.
Appendix D: Using a List of Values

For many fields in the ABYSS system, a list of values is available. This drop-down list allows you to select from the list by double-clicking on the desired value. This value is then transferred into the correct field on the screen. This appendix will show you how to use the list of values step-by-step and shows you some advanced features of the lists.

**Accessing the restricted list of values**

Some fields have so many possible values that clicking on the List icon would return a huge list of items. These fields require that you enter one or more characters in the field before clicking on the List icon. This narrows what is returned to the list and will, hopefully, make your search faster.

If you click the List icon from a restricted list field and have not entered any characters to narrow the search, NO list box will be returned. Instead, a message box will be displayed.

For example, type “12” in the Account field, keep the cursor on that field and click the List icon. The accounts meeting the criteria will be displayed. If you modify the characters in the Find field the list box will be empty. **You need to return to the original screen, enter the new criteria, and click the List icon.**

**List of fields with a restricted list of values**

**Budget Summary Screen**
- Account Number
- Chart of Accounts block

**Employee Staffing and Distribution Screen**
- Appointment Class (same as job class)
- Job Class
- Account Number
- Staffing Employees block
- Budget Distributions block
- Budget Distributions block