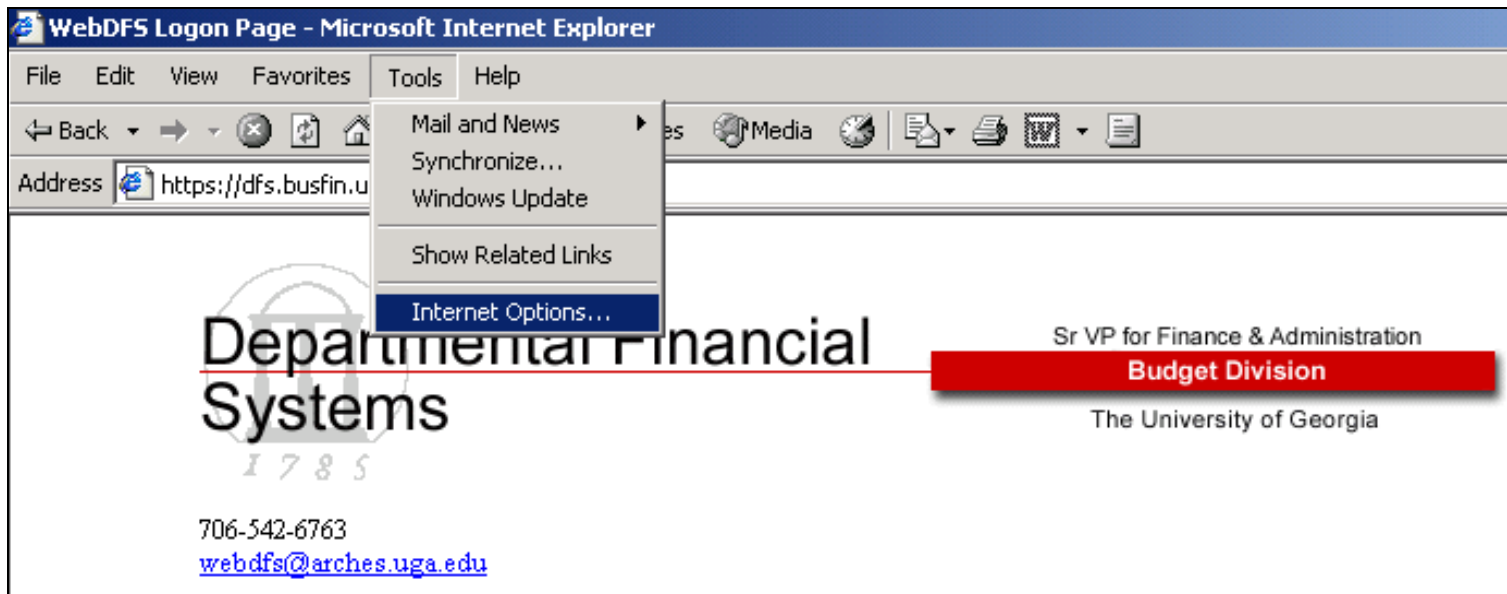


Instructions for Preparing the 2011-2012 Budget Using the WebDFS Budget Development System

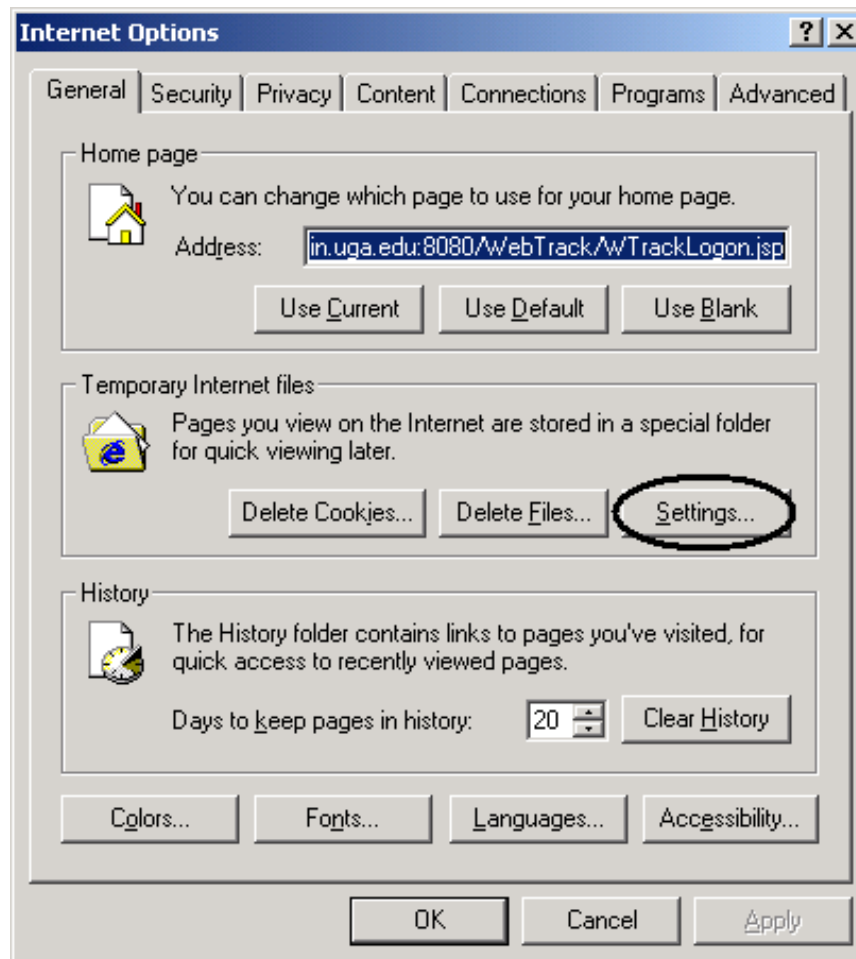
When using the [WebDFS Budget Development System](#) to prepare your FY 2011-2012 budget set the following Internet browser options first. (Instructions are provided for Internet Explorer, as it seems to provide users with the most optimum performance while using any of the WebDFS systems.)

Set Browser Options

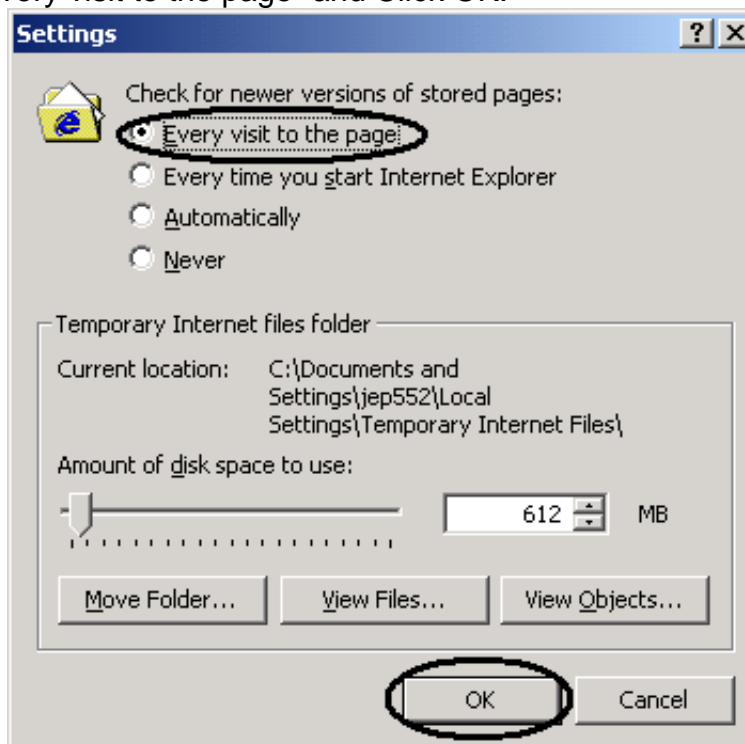
1. Start Internet Explorer by going to the Start button and selecting Programs then select Internet Explorer.
2. Select Tools from Internet Explorer menu at the top, and then select the last item in the list: Internet Options.



3. Click the button labeled "Settings" in the middle section of the box.



4. Choose the option “Every visit to the page” and Click OK.



5. Click OK again to close the Internet Options window.

Requirements For Using the Budget Development System

Users MUST have a valid IMS userid and password, have Budget System data access, and have access to the Budget Development System.

Users only see data to which they are authorized. Data is stored in separate tables from those accessed by the Budget Office until such time they are submitted to the Budget Office via the Budget Development System.

The Process

During First Turnaround, users will request Budget Development System access through the Budget Office. The Budget Office will “roll forward” data on the mainframe and the WebDFS Budget Development System will be made available. Departments will complete their information in the System. Departmental Financial Systems (DFS) will transmit the data to the Budget Office on a specified date. The Budget Office will review the data and notify departments concerning changes.

During subsequent turnarounds those departments will modify information in the Budget Development System. DFS will only transmit the changes back to the Budget Office. The Budget Office will continue to review and notify departments as changes are needed. Departments will make changes and DFS will transmit the information on established cut-off dates. This process continues until the Budget Office establishes a specified date for final changes, then the Budget Development System will be “closed.”

Data Creation/Roll Forward

1. Line-item positions with a fiscal year original budget are “rolled forward” for the next fiscal year. This includes the following data: salaries, supplements, and account information.
2. The most recent occurrence of a line-item position is rolled into the “A” position.
3. For filled positions, the original EFT is “rolled forward” as the new proposed EFT.
4. Lump sum positions and non-personal services’ accounts that had an original year budget are also “rolled forward.”

Logging in to Budget Development

1. In the browser address bar type www.dfs.uga.edu/buddev

The logon page will appear. Login with your TSO/IMS userid and password.

2. Now click on the ‘Logon’ button.



Departmental Financial Systems

Sr VP for Finance & Administration

Budget Division

The University of Georgia

706-542-6763

deptfis@uga.edu

Welcome to Departmental Financial Systems for the World Wide Web - WebDFS Budget Development

Please Log-On below by typing in your Username and Password and clicking "Logon"

Note: You will lose your browser toolbar upon entering the following web pages. Your "right mouse button" capabilities will also be disabled.

USERNAME:



PASSWORD:

Logon

[Budget Development Quick Tips](#)

Bulletin Board - This page is used to provide the user with helpful notices and information on upcoming events.

1. Click on the Continue button when you are ready to proceed.

 Budget Development 	
Notices	Coming Soon
<p>The WebDFS Budget Development system is open for testing and training. The data will be refreshed prior to the start of the official budget development process, so any changes made during the testing and training period will be lost.</p>	
<input type="button" value="Continue"/>	

Main Menu

1. Choose an action by clicking on the menu choice.
2. Click on "List of Positions Authorized by Department"

Dept	Title	Posn
<input type="text"/>	<input type="text"/>	<input type="text"/>

<p>WebDFS Budget Development Listings (Adobe Reader 6.0 or Greater is Required To Run the Listings)</p> <p>Edit of Original Budget EFT for Lump Sum Positions</p> <p>Listing of Positions Having Possible Computation Errors</p> <p>Salaries Outside Pay Range</p> <p>Salary Adjustment Summary by Fund</p> <p>Listing of Salary Supplements</p> <p>Listing of Special Chair Positions</p> <p>Listing of Out of Balance "D" and "E" Accounts</p> <p>Listing of Faculty 12-Check Discrepancies</p> <p>Listing of Faculty Registered For 12-Check Option</p>	<p>WebDFS Budget Development</p> <p>Maintenance: Line Item Position</p> <p>List of Positions Authorized by Department</p> <p>List of Positions Authorized by Account</p> <p>List of Positions Authorized by</p> <p>Maintenance: Non-Personal Services</p> <p>Mark Items For Submission</p> <p>List of Marked Positions</p> <p>List of Marked Non-Personal Services</p> <p>Reports</p> <p>Maintenance Lump Sum Item</p> <p>List of Lump Sum Items</p>
<p>Appendices</p> <p>Alphabetical Listing of Special Chair Codes</p> <p>Appendix C - Alphabetical Listing of Short Titles</p> <p>Appendix D - Numerical Listing of Departmental Codes</p> <p>Appendix E - Numerical Listing of Job Classification Codes</p> <p>Appendix E - Alphabetical Listing of Job Classification Codes</p> <p>Appendix F - Numerical Listing of Faculty Rank Codes</p> <p>Appendix G - Georgia Counties</p> <p>Appendix I - Valid Degrees</p>	

3. Select a position as a starting point by clicking on the radio button to the left of the position. This will take you to the "Maintenance: Line Item Position" screen.

Budgeting Positions with Two Annual Salary Rates

Academic payroll positions will be budgeted with two annual rates. Fiscal year employees paid on the monthly, salaried bi-weekly and hourly payrolls will be budgeted with two annual rates - Salary Rate 1 for period July 1, 2011 through December 31, 2011 and Salary Rate 2 for period January 1, 2012 through June 30, 2012. Salary Rate 1 represents the incumbent's current salary carried forward from FY 2011 and will include increases for faculty promotions. Salary Rate 2 represents the incumbent's salary effective January 1, 2012 (which may reflect a salary increase allocation).

Budgeting Gwinnett University Center Accounts

As UGA establishes a more comprehensive presence at the Gwinnett University Center (GUC), it is becoming necessary to capture expenditures related to these activities. Please establish new accounts to identify budgets and expenditures specific to GUC by placing a "G" in the activity code (sixth position) of the account number. For example, 1011GH777000 becomes 1011GG777000 for GUC related expenditures. GUC accounts should be established for faculty and staff members who teach at or support GUC, as well as non-personal services expenditures related to GUC. Establishing separate UGA accounts to capture expenditures related to programs at GUC will enable the schools, colleges, and support units to retain in their budgets the resources allocated to GUC activities while providing the capability for UGA to identify the expenditures related to GUC.

Departmental Sales and Service Accounts

Beginning July 1, 2003, Departmental Sales and Service activities became responsible for funding the fringe benefit costs associated with these activities. Fringe benefits should be budgeted in the short title STFBE L A using the object code 51900. Benefits are charged to accounts based on the actual rates in effect at the time salary is paid; actual rates may vary from these estimates. You may

budget fringe benefits for departmental sales and service accounts using the estimates listed at the following link: <http://www.ovpr.uga.edu/osp/frequent-info> and click on **Fringe Benefit Rates**. Any position that is currently budgeted in a DSS account may not be moved to a General Operations account. Exceptions to this policy must be submitted through a unit's respective dean or vice president for consideration by the Provost and the Senior Vice President for Finance and Administration. When a unit budgets DSS revenue in excess of the prior year's actual revenue, it must identify the source of this revenue growth, and this plan must be approved by the unit's respective dean or vice president.

Budgeting Sponsored Accounts

All sponsored projects funded by UGA Endowment, UGA Foundation, and UGA Research Foundation should be included in the original budget (personal as well as non-personal services). The Contracts and Grants Department will budget the appropriate amount for fringe benefits and create awards for each project in the amount budgeted for the year, including fringe benefits.

Budgeting of other sponsored accounts should be completed only for line-item positions that are joint staffed with general or departmental services funding in the original budget. Do not budget amounts for lump-sum positions or for non-personal services for these sponsored accounts. Instructions pertaining to budgeting of sponsored accounts will be forwarded during the first part of May.

Maintenance: Line-Item Position

The information about the position is displayed on one long screen. The top portion of the screen includes the first five accounts that fund a position along with their budgets and E.F.T. information, employee information, salary information, and raise information. The bottom portion of the screen includes the contract code, job class information, title, faculty rank, special chair, supplement, and the remaining account information.

Line Item Position

Go Where?

[Logout](#)

Dept	Short Title	Position Number	Occurrence	SSN	Last Name	First Name	Middle Name	Suffix	Appt Begin Date	Appt End Date
805	CLRMN	01	A	902669833	GARLAND	JUDY	A		07/01/200	06/30/201

Base Salary change	Percent Time	Calculation Method	DB View
90000	1.0	System	D

	Salary	Change Percent (i.e. 10 = 10%)	Change Amount
1	90000		<input type="button" value="Clear"/>
2	90000		<input type="button" value="Clear"/>

	Account Number	Object Code	Proposed E.F.T	Proposed Budget	Clear Row
1	2631GJ805004	51110	0.90233	81210	<input type="button" value="Clear"/>
2	2631RE805205	51110			<input type="button" value="Clear"/>
3	2631RE805211	51110			<input type="button" value="Clear"/>
4					<input type="button" value="Clear"/>
5					<input type="button" value="Clear"/>
	Total:		0.90233	81210	

-
-
-
-
-
-
-
-
-

Contract Code	Job Class	Job Class Description	Position Title
F - Fiscal Contract	44630	DISTRICT EXTENSION HEAD	DISTRICT DIRECTOR & PS ASSOCIATE

Faculty Rank	Faculty Rank Description	Special Chair	Special Chair Description	Special Position	Work County	Degree
55520	PUBLIC SERVICE ASSOCIATE					MSAE1

Supplement

	Supplement Code	Supplement Amount	
1	A - Administrative	5000	Clear
2			Clear

Additional Accounts

	Account Number	Object Code	Proposed E.F.T	Proposed Budget	Clear Row
6					Clear
7					Clear
8					Clear
9					Clear
10					Clear
11					Clear
12					Clear
13					Clear
14					Clear
15					Clear
16					Clear
17					Clear
18					Clear
19					Clear
20					Clear
20	ReSize	Total:	0.90233	81210	

Date Updated	Time Updated	Updated By
03/19/2007	14:59:16	CTK552

Field Descriptors

Dept - This space is provided for the three-digit department number of the home base department. For a listing of the three-digit department numbers click on the "Dept" link provided.

Short Title - An alpha abbreviation, called "Position Short Title" is assigned to classify the position in the budget. For a listing of position short titles click on the "Short Title" link provided.

Position Number - A two-digit number is assigned in chronological sequence to provide positive identification for each position. The same position number is retained for a position from year to year. As new positions are added having the same short title, the next available number should be assigned. In some departments, there will be more than 99 positions for a position short title which necessitates the use of alphabetic characters in this field. Beginning with the 100th position, use the numbering sequence 1"A", 1"B", through 1"Z", then 2"A", 2"B", etc.

Occurrence - An alphabetic character is assigned to identify each incumbent assigned to a given position. Every position is budgeted as an "A" position at the beginning of the fiscal year. During the

fiscal year incumbents will be assigned a separate position occurrence (i.e., the “A”, “B” or “C” part of the position number) for all job classification and/or job title changes, and percent time changes through personnel documents. In Budget Development the user may not change this occurrence from an “A” designation.

UGA ID - This field is for the employee's nine-digit UGA ID number. Do not space or insert dashes. To vacate a position, click the “vacate” button then click on the “save” button.

Last Name, First Name, Middle Name and Suffix - If a new incumbent is added or a change is required, make the changes in the appropriate blocks.

Appt Begin Date and Appt End Date – These fields can be set for dates appropriate for the current fiscal year or will be pre-filled by the System if left blank. They represent the appointment dates for the position.

Base Salary – This is the base salary for this position from the previous fiscal year. To make a change to this field click the “change” link, confirm that you would like to edit the base salary and then make the change.

Percent Time - The percent time for the position should be entered as a decimal representation to five digits. Zeroes to the right will be completed by the Budget Development System, for example enter 1 for full time (100%) and 1.0000 will be returned, enter .5 for half time (50%) and .50000 will be returned, however you should enter .33333 for one-third time (33%), and etc.

Calculation Method - Use “System” so that the Budget Development System will calculate proposed budget on a line-item position or proposed E.F.T. on a lump-sum or staff-benefit position. Use “Manual” if you wish to input your own calculations for proposed budget and proposed E.F.T.

DB View – “D” means you are authorized to this position by the budget department in which it is home-based. “A” means you are authorized to this position by an account that funds the position.

Full Time Salary Rate-I – This represents the salary rate for July 1 – December 31. Vacant positions will only have one salary.

Full Time Salary Rate-II -- Enter the new full-time annual salary rate for January 1 - June 30, the change percentage, or the change amount. The Budget Development System will calculate the other two fields for you. The Budget Development System will calculate all fields based on the information entered in the far left field (i.e, if you key something into all three areas it will use the salary rate as it is in the left field.). This field should be left blank for vacant positions.

Account Number - The twelve-digit account numbers listed on the position in the previous fiscal year’s original budget will be included here. It is very important that account numbers be checked carefully since they will be used to control input into UGA’s financial systems. To remove an account from the position put a zero for the proposed E.F.T. and a zero for the proposed budget on the line for that account. New accounts may be entered in the spaces provided. There is room at the top of the position page for five accounts. There is additional space at the bottom of the page for more accounts to fund a position. REMINDER: Salaries for administrative and clerical positions in academic units should normally be budgeted in departmental administration (GJ) accounts.

Object - The object codes (last five digits of account number) for personal services are as follows:

PAYROLL TYPE	PAYROLL DESCRIPTION
51110	Monthly Personnel (12 month fiscal year)

51112	Academic Personnel (9 month contracts) & SS FA
51120	Salaried Bi-Weekly
51130	(LBCLR) Hourly Clerical & Technical - Regular
51200	(STUWK) Hourly Clerical & Technical - Student

All part-time faculty and graduate assistant lump sum positions should be budgeted using object code 51110. For a listing of object codes you may also click on the "Object Code" link provided.

Proposed E.F.T. - Enter the proposed E.F.T. (equivalent full-time) rounded to three decimal places on the appropriate line for each account. The E.F.T. should be distributed directly in proportion to the money budgeted for each account without regard to any amounts budgeted for salary supplements from University of Georgia Foundation or sponsored account special chairs. If you are using "manual" calculation to budget lump sum positions use the following rates per 1.000 E.F.T. If you are using "system" calculation, the System will calculate the EFT for you.

LUMP-SUM POSITION	BUDGET RATE PER 1.000 E.F.T.*
Summer Faculty	97,669
Part-Time Faculty	98,146
Post Doctoral Associates	40,895
Graduate Assistants - Doctoral Level	46,062
Graduate Assistants - Masters Level	42,616
Clerical & Technical - Regular, Lump-Sum	23,589
Clerical & Technical - Student, Lump-Sum	18,824

These rates are for calculating the E.F.T. for lump sum positions. The actual annual rates to be used for paying graduate assistants must be approved by the Graduate School.

Proposed Budget – On regular line-item positions, if you are using "system" calculation you do not need to enter the budget. It will be calculated based on the proposed EFT you entered. If you are using "manual" calculation on a regular line-item position enter the funds to be budgeted for the year for each account number as well as the corresponding E.F.T. For lump sum positions enter only the budgeted amount and the system will calculate the EFT. Round dollar amounts to the nearest whole dollar.

Contract Code - The contract code designator to be used is as follows:

CONTRACT CODE	CONTRACT TYPE
A	Academic year (nine month) personnel who should receive a written contract.
S	Academic year (nine month) personnel (including graduate assistants) employed on a semester or academic year basis with pay calculated using the academic calendar who do not receive a written contract.
F	Fiscal year (twelve month) personnel who should receive a written contract.

N	Fiscal year (twelve month) personnel employed on a fiscal year basis with pay calculated using the fiscal year calendar who do not receive a written contract.
P	Partial fiscal year (twelve month) personnel employed on a partial year basis with pay calculated using the fiscal year calendar who do not receive a written contract.

Job Class Code - This field is for the five-digit job classification code. The job classification code is to classify the position and not the incumbent. For a listing of job class codes click on the “Job Class” link provided. Do not assign job classification codes to lump-sum positions.

Job Class Description – This field will be populated by the Budget Development System based on the job class code entered above. This field is grayed out to prevent the user from entering or modifying information.

Position Title - This space is provided for the descriptive title of the position. The descriptive title for the position will print according to the job classification code for classifications ranging from 00001 through 19999. For a listing of position titles click on the “Job Class” link provided.

Faculty Rank Code - This five-digit code is to designate the official University faculty rank of the incumbent (not job classification). For a listing of Faculty Rank Codes click on the “Faculty Rank” link provided. Any questions as to the appropriate rank code to be used should be referred to the Faculty Affairs Office (542-0547).

Faculty Rank Description - This field will be completed by the Budget Development System based on the faculty rank code entered above. This field is grayed out to prevent the user from entering or modifying information.

Special Chair - This code will be provided by the Faculty Affairs Office. You may call Faculty Affairs (542-0547) to obtain the assigned code.

Special Chair Description - This field will be completed by the Budget Development System based on the special chair code entered above. This field is grayed out to prevent the user from entering or modifying information.

Special Position - This code is used to indicate an exception for salary adjustment analysis reports.

Work County – A code indicating the Georgia County in which the individual is employed. For a listing of work county codes click on the “Work County” link provided.

Degree - Enter the highest degree held by incumbent if incorrect. For a listing of the degree codes click on the “Degree” link provided.

Supplement Code - Identifies the type of salary supplement associated with the employee. To delete a salary supplement code, select the “blank” choice.

SUPPLEMENT CODE	DESCRIPTION
A	Administrative
S	Special Chair
C	County

D	District
M	Multiple Rates

Supplement Amount – This is the annualized amount of supplemental salary associated with the employee. The amount of supplemental salary is included in the full-time annual salary.

**** Remember **:**

- You may only change information relevant to an account to which you are authorized.
 - When a position is modified we will assume that there is no salary increase if no changes are entered for salary line 2.
 - If you change a supplement amount you have to manually adjust the salary. The Budget Development System cannot do this calculation for you.
 - To change a special chair supplement you must manually blank out the special chair code.
 - In the case where a position was funded last year and you do not wish to fund it this year, then do nothing. Only modified and created positions will be transmitted during First Turnaround. During subsequent turnarounds only changes will be transmitted.
 - For joint staffed positions the home department must set the Salary 2 for the position. The position should be saved, allowing the Budget Development system to calculate the EFT and budget. The position has not been completed, so users should not be concerned if the budget and EFT seem incorrect. Other departments funding this position may now enter the Budget Development System and modify the accounts to which they are authorized. If additional changes need to be made, the home department may then modify the position again by editing their departmental accounts.
-

Explanation of Buttons

1. Save/Next – Makes changes to the current position before going to the next position (unless user receives a warning or an error).
2. Save -- Modifies the current position and displays the results
3. Next – Makes no changes to the current position before going to the next position
4. Previous – Makes no changes to the current position before going to the previous position
5. Delete – Delete a position the user has added. Positions funded in the previous fiscal year cannot be deleted.
6. Read – Read in position data.
7. Vacate – Vacate the current position.
8. Clear – Clears all fields. Does not delete the position!
9. Print – Prints out the current screen.

Dept	Short Title	Position Number	Occurrence	SSN	Last Name	First Name	Middle Name	Suffix	Appt Begin Date	Appt End Date
805	CLRMN	01	A	902669833	GARLAND	JUDY	A		07/01/200	06/30/200

Base Salary change	Percent Time	Calculation Method	DB View
90000	1.0	System	D
		System	
		Manual	
		Change Amount	
1	90000		Clear
2	90000		Clear

	Account Number	Object Code	Proposed E.F.T	Proposed Budget	Clear Row
1	2631GJ805004	51110	0.90233	81210	Clear
2	2631RE805205	51110			Clear
3	2631RE805211	51110			Clear
4					Clear
5					Clear
	Total:		0.90233	81210	

- SaveNext
- Save
- Next
- Previous
- Delete
- Read
- Vacate
- Clear
- Print

Salary Adjustments

There are three ways to adjust for salary increases. You may either:

- Enter a new salary on Salary Line 2
- Enter a salary percentage adjustment (i.e., 2.5% = 2.5)
- Enter a salary change amount

For example if you want to give Judy a \$534 increase you only have to key in that increase amount as shown:

	Salary	Change Percent (i.e. 10 = 10%)	Change Amount	
1	90000			Clear
2		534		Clear

Budget Adjustments

1. To remove an account that previously funded a position you must set the budget and EFT fields to ZERO. These fields are grayed out to prevent the user from entering or modifying information.
2. To have the Budget Development System calculate the budget, enter the proposed EFT and select the "system" calculation. If the "manual" calculation is selected, enter both the EFT and the budget.
3. To add a new account to fund a position merely add the information in the next blank account number area.
4. Extra account information is available at the bottom of the screen.

Faculty Rank	Faculty Rank Description	Special Chair	Special Chair Description	Special Position	Work County	Degree
55520	PUBLIC SERVICE ASSOCIATE					MSAE1

Supplement

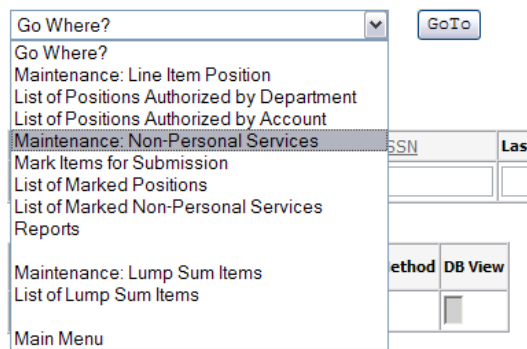
	Supplement Code	Supplement Amount	
1	A - Administrative	5000	Clear
2	A - Administrative		Clear
	C - County		
	D - District		
Ad	F - UGA Foundation		
	S - Special Chair		

- 1 - PRES
- 2 - VP
- 3 - DEAN
- 4 - DIR
- 5 - OTHER
- 6 - EQTY
- 7 - MKT
- 8 - PROM

5. If a supplement amount is changed, manually adjust the salary. The Budget Development System cannot perform this calculation.
6. To remove a supplement or a special chair designation manually blank out the supplement or special chair code.
7. Users may set a special position (VP, dean, director, etc.) excluding them from salary analysis reports. Codes 1 to 5 will print at the bottom of some reports.
8. To vacate a position click on “vacate,” then click on “save.”
9. To add a “new” position, click “clear,” key in information then click “save.”
10. To read in a position, key in the position department, short title and occurrence, and click “read.”

Non-Personal Services

1. Use the “Go Where?” menu and click on “Maintenance: Non-Personal Services.” Click the “GoTo” button.



2. Non-personal services’ accounts may be funded for the year by entering proposed budgets, new accounts or new object codes, or by zeroing out budgets.

Non-Personal Services

System Messages
Please enter desired search criteria

Go Where?

Fnd	Fnc	Op	Ac	Dept	Proj
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account	Account Description	Object Code	Object Code Description	Proposed Budget	Original Budget	Amended Budget	Updated By	Date Updated	Time Updated	Date Transferred	Time Transferred	Clear Row	Del Row
2631G8056001	FEDERAL SMITH LEVER	64000	TRAVEL	<input type="text"/>	64536	54484						<input type="button" value="Clear"/>	<input type="checkbox"/>
2631GE805001	FEDERAL SMITH LEVER	71000	OPERATING EXPENSE	<input type="text"/>	18871	71318						<input type="button" value="Clear"/>	<input type="checkbox"/>
				<input type="text"/>								<input type="button" value="Clear"/>	<input type="checkbox"/>
				<input type="text"/>								<input type="button" value="Clear"/>	<input type="checkbox"/>

3. Users may also do a search on a specific account.
4. Click “Save” to keep any changes/additions.

Field Descriptors

Account Number - The twelve-digit account number should be printed in this field. It is very important that this number be checked carefully to insure accuracy since it will be used to control input to the accounting system. REMINDER: General office supplies, postage, and basic telephone charges should normally be budgeted in departmental administration (GJ) accounts in academic units.

Account Description - This field will be completed by the Budget Development System based on the account number entered above. The user may not enter or modify anything in this field.

Object - The non-personal services object codes to be used are as follows:

NPS EXPENDITURE CATEGORY	ACCOUNT OBJECT
Travel	64000
Operating Supplies and Expense	71000
Work Study	78000
Equipment	84000

Object Code Description - This field will be completed by the Budget Development System based on the object code entered above. The user may not enter or modify anything in this field.

Proposed Budget - Enter the proposed budget amount for 2011-2012. Amounts should be entered even though they are the same as those that were budgeted in the current budget. Leaving this field blank will indicate a zero amount budgeted. All increases to revenue objects should be budgeted with a minus (-) sign preceding the amount. Whole dollar amounts should be entered.

Original Budget - The original 2010-2011 budget amount, if any, will be displayed in this field.

Amended Budget - The current amended budget for 2010-2011, if any will be displayed in this field.

Updated By, Date Updated, Time Updated, Date Transferred, and Time Transferred – These fields will be completed by the Budget Development System. The user may not enter or modify these fields.

Run Reports

To run reports from the “Go Where” menu click on “Reports”, then click “GoTo”. This will bring up the report selection menu.

Reports Available:

1. Account Summary Report - Displays revenue, personal services budget, travel, operating expense, equipment, and totals by account, by department, and by all departments on the report.
2. Analysis of Salary Adjustment - Displays position information, previous year’s salary, proposed salary, dollar increase, and percentage increase. This report excludes staff benefits and lump sum positions.
3. Detail of Personal Services - Displays detailed position information including salary, account information, budget information for previous fiscal year, net increase/decrease, and budget information for proposed new year.
4. Detail of Non-Personal Services – Displays detailed information on non-personal services accounts.
5. List of Marked Positions & List of Marked Non-Personal Services Accounts – Similar to the same pages in the application, only in report format.

6. Positions Eligible to be Marked for Submission – Positions that can be marked for submission (i.e., modified and added positions)
7. Unmarked Positions in Marked Departments – Positions that have not been marked for submission, even though the corresponding department was marked.
8. Salary Information Worksheet – Displays salary information for lump sum positions.

Reports may appear different from user to user. Individual web browsers determine the smart viewer that will be used, as well as the appearance and options available. When moving through the reports use the smart viewer navigation bar, not the browser's bar. The following diagram explains some of the options available on that navigation bar.

