ADMINISTRATIVE AND SUPPORT STAFFING AND FINANCIAL TRENDS TOOL

This online tool includes an annual snapshot of Spring FTE and revenue and expenditure figures by fiscal year. This tool provides a web-based option for pulling data. It is necessary to understand each service unit, its make-up including staffing levels and functions, and its associated costs and sources of revenue. Additionally, this tool demonstrates trends over time and identifies funding sources.

	Benefits and Highlights of Online Tool		
•	Allows view of FTE (spring, annually), expenditures and revenues per unit (by fiscal year)	•	Additional filters and fields allow for multiple data combinations and enable you to customize reports for your specific need
•	FTE terms 2xxx01 represents Spring term	•	TOAD or Banner experience not necessary
•	Charting feature shows trends over time	•	Ability to export reports to Excel and manipulate data as desired
•	Understanding how FTEs impact the budget can foster future planning	•	No VPN access required; directly accessed from the Web

GO TO:

www.uaf.edu/finserv/omb/

click on the link to

Administrative & Support Review

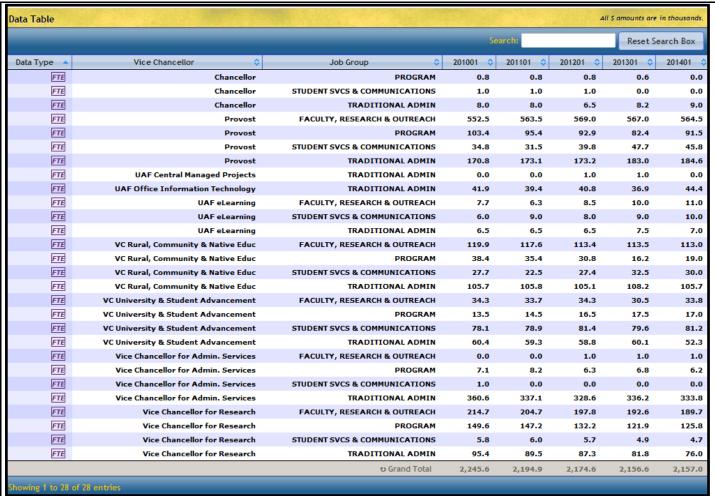
Default table:

Summary of FTE's by VC Level and Job Group.

SAVING CUSTOMIZED REPORTS:

Click "Current Report URL" button below to save link.





STANDARD REPORTS:

Global Options apply to all standard reports shown below it.

What is **filtered** here applies to all other reports. Many filtering options are available.

To simplify the tutorial, for remaining print screens, the **Job Group** has been removed by **unchecking the box**.

Click "Go" to generate any report.

Any report can be downloaded to Excel.



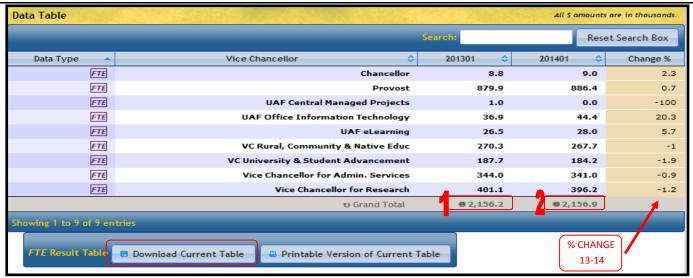
PERCENT (%) CHANGE:

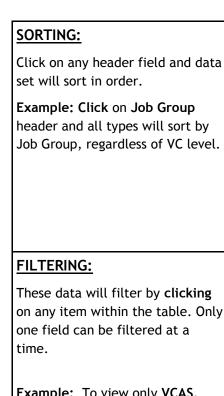
MOUSE over the number in the total field, a box will pop-up saying "Click to select as a ratio column".

Click **1st** box to select year 1, click **2nd** box to select year 2.

A new column will auto-create to show the % change between the terms.

Download table to Excel or Print.



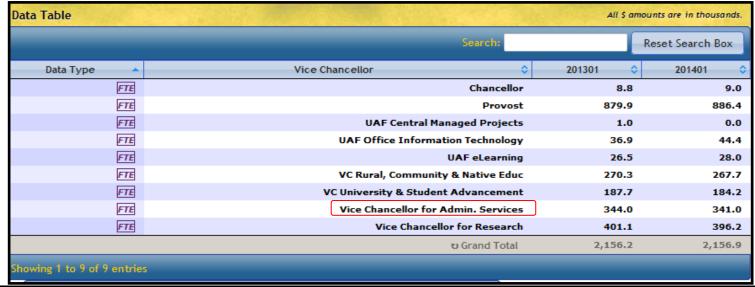




These data will filter by clicking on any item within the table. Only one field can be filtered at a

Example: To view only VCAS, click on the cell and all other VC levels will be hidden.

This applies to any selected unit, department or job type.



SEARCH BOX:

If you prefer not to use the filter feature, you may use the Search box to narrow table content.



INFORMATION TIPS:

Each button contains definitions for filters.



FINANCIAL REPORTS:

Current Revenue/Expenditure report contain several filter and check-box options to allow report customization.

Example: Filter to include all revenues & expenditures. Check the box to "Include FTE Data." It is filtered by Chancellor in the Global Options section (see page 2).

Report includes FTE, Revenue and Expense (by type).

Revenue and expense dollars are shown in thousands.

Filter by Revenue or All selected Expenditure Include Fund Titles Co! Current Revenue/Expenditure Include SBS Titles Include Program Code Include FTE Data 🗸 Data Table All \$ amounts are in thousands. Search: Reset Search Box Data Type Vice Chancellor 2013 2014 Revenue/Expense Job Group FTE Chancellor N/A 0.6 PROGRAM 0.0 FTE Chancellor N/A 8.2 9.0 TRADITIONAL ADMIN 8.8 FTE Total 9.0 Chancellor DIRECT EXP N/A \$432.9 \$366.4 Expense Expense Chancellor PERSONNEL EXP N/A \$1,302.6 \$1,209.2 Expense Total 1,735.5 1,575.6 Revenue Chancellor REVENUE N/A \$1,687.9 \$1,640.6 Revenue Total 1,687.9 1,640.6 Data Type Vice Chancellor Revenue/Expense Job Group Fund Title State Budget Struct Title 2013 2014

<u>FINANCIAL REPORTS</u>— OTHER FILTERS:

Example: Current Revenue/
Expenditure report is identical
to report above except it is
filtered to include Fund Title
and State Budget Structure
(SBS) Titles (SBS categorizes
Revenue and Expenditures.)

GET REPORT RESULTS— 3 OPTIONS:

- 1. To export to Excel, click the Download Current Table button and manipulate in Excel as desired.
- 2. To print, click Printable Version of Current Table button.
- 3. To save URL, click Current Report URL and copy into new browser, or bookmark.



Unit Budget Result Table Download Current Table Printable Version of Current Table