Report	Information Provided	Commonly Used For
DS – Available Budget This report provides available budget information for total expenses for a range of Activity Numbers with a subtotal by activity number and funding source. This is an executive area budget balance report.	• Annual Original Budget • Adjusted Budget (Budget Authority Amendments and Budget Transfers) • Expenses, Encumbrances, and Pre-Encumbrances • Salary Encumbrance Details	✓ Available Budget ✓ Cash Balance
AS - Budget Variance Report This summary report provides budget variance analysis for all Funds by Activity Number with subtotals across columns for Budget Account Categories.	• Original Budgeted Revenue and Expenses • Adjusted Budgeted Revenue and Expenses • YTD Actuals (Posted revenue and expenses in the General Ledger) • Beginning Fund Balance (Revenue Based Activities)	✓ Variance Analysis Budget vs Actuals ✓ Available Fund Balance
XA – Budget Variance by Activity Number This detailed report provides budget variance for a single Activity Number. Shows beginning fund balance, inflows, and outflows, and ending fund balance. This is setup like a typical profit and loss statement.	• Annual Original Budgeted Revenue and Expenses • Annual Adjusted Budgeted Revenue and Expenses • Pre-Encumbrances and Encumbrances • YTD Original Budget • YTD Actuals (Posted revenue and expenses in the General Ledger) • Salary Encumbrance Details • Details by Budget Account	✓ Available Budget ✓ Variance Analysis Budget vs Actuals ✓ Year over Year comparison ✓ Available Fund Balance ✓ Budget Authority Request
DT – Details Transaction This report provides detailed transaction analysis on committed/paid expenses, as well as budget detail. It includes actuals, budget, and encumbrances.	• Original and Adjusted Budget • Actuals (Posted revenue and expenses in the General Ledger) • Encumbrances, and Pre-Encumbrances • Journal details	This report can ONLY be run for the current and previous 2 fiscal years. For data prior to that, please run a TranData Query or Budget Overview.

Report	Information Provided	Commonly Used For
RQ – Requested Budget This report contains information by activity number for Total Revenue, Permanent Salary and Benefits, OPS, OCO, Debt Service, and Total Operating Expenses	• Original Budgeted Revenue and Expenses • Forecast for Revenue and Expenses • Requested Budget for Revenue and Expenses • Fund Balance • Position Summary	✓ Budget and forecast purposes ✓ Fund Balance
FC – Salary Forecast Tool This report contains information by activity number for Total Revenue, Permanent Salary and Benefits, OPS, OCO, Debt Service, and Total Operating Expenses	• Populated with salaries, benefits and encumbrance amounts by filled position	✓ Validate the forecast of permanent positions and bi-weekly temporary positions for the last 4 months of the fiscal year ✓ Calculate incremental changes such as new hires, salary changes or separations through the end of the fiscal year ✓ Review forecast
R2 – Requested Budget by Activity This report provides requested budget details by month and activity number	• Monthly Requested Budget • Annual Total Requested Budget • Annual Total Original Budget • Adjusted Budget • Forecast • Annual Variance to Forecast • Positions by employee type by position by month	✓ Requested Budget review