PBF BW Reports  
FY2015 Budget Formulation  
Office of Budget Management

**General Funds Reports**

**PEP400**: General Funds Employee Budget  
- Comparable to PBC6169  
- Displays employee and position cost distribution on general funds ONLY.  
- Includes all PEP and non-PEP GLs for a TOTAL salary budget.  
- Includes all employees (i.e. filled positions), vacant positions and pooled positions.

**PBF100**: General Funds Expense Budget  
- Comparable to FM810  
- Includes FY2012 Actuals, FY2013 PERM Budget (as of 2/28) and FY2014 PERM Budget

**Local Funds Reports**

**PEP401**: Local Funds Employee Budget  
- Comparable to PBC6169  
- Displays employee and position cost distribution on local funds ONLY.  
- Includes all PEP and non-PEP GLs for a TOTAL salary budget.  
- Includes all employees (i.e. filled positions), vacant positions and pooled positions.

**PBF200**: Local Funds Budget Planning  
- Comparable to FM805 (with a lot more information)  
- Includes FY10-FY12 Actuals, Average of Prior 3 Years, FY13 YTD Forecast, PEP Fully Loaded Projection, Projected Endowment Income, Projected Endowment Fees, and FY14 Budget.  
- Columns may be removed to display FY14 budget only.

**PBF220**: Fund Balance  
- Comparable to FM954  
- Includes PEP projection totals for those charged to local funds.

**Employee/Positions Reports**

**PEP100**: Employee Cost Distribution  
- Includes the beginning and planned cost distributions of employees (i.e filled positions).  
- Review changes in planned cost distribution to determine the PCRs needed to make updates in UCFlex.

**PEP200**: Vacant and Pooled Position Cost Distribution  
- Includes the beginning and planned cost distributions of vacant and pooled positions.  
- OBM will automatically update the positions if changes are made to the cost distribution. No PMRs are needed.

**PEP204**: Obsolete Positions  
- Provides a list of all positions marked obsolete.  
- OBM will automatically make these positions obsolete in UCFlex after budget formulation. No PMRs are needed.

**Text Reports**

**PEF108**: Justification Text (in BOBJ)  
- Displays all notes added to the justification tab in one report.  
- All justification text needs to include fund, fund center and GL to match the note with the budget line.

**PEP108**: Employee Comment Text  
- Displays any notes in the comment box of the employees.

**PEP208**: Positions Comment Text  
- Displays any notes in the comment box on the positions.
Final Review

PBF500: Final Review General Funds
- PBF500_1: Review Total PEP to PERM Salary Budget at the cost center level (expand hierarchy if needed).
  o FY2014 PERM budget must be greater than the PEP PERM projection
  o If PEP variance is negative, adjust budget as needed or ensure a justification/note is provided.
  o This step must be completed before continuing the review of general fund budgets.
- PBF500_2: Review FY2013 to FY2014 Overall PERM Variance
  o FY2013 PERM budget should be equal to FY2014
  o If the FY13 to FY14 PERM variance does not equal $0 at the college/division level make the appropriate budget adjustment or ensure an explanation is included in the justification.
  o A justification is most commonly needed when a benefit adjustment is made due to a move of non-salary budget to a salary budget.
- PEP500_3
  o Review PERM Salary to Non-Salary Adjustments at the cost center level (expand hierarchy if needed).
  o Ensure benefit budget adjustments are made when moving non-salary budget to salary budgets.

PBF501: Review Revenue Local Funds
- Includes all local funds revenue budgets (except UC Foundation fees)
- Review to ensure all revenue is budgeted as a negative.
- Tip: Sort FY14 Budget in descending order to bring all positive to the top of the report.

PBF220: Fund Balance
- Review Projected FY14 Ending Fund Balance to ensure balances are positive.
- Balances shown in GREEN are equal to or greater than $0 and balances show in RED are less than $0.
- If a fund balance is negative, adjust budget as needed or ensure a note is included on the position, employee or justification report.
- Tip: Sort Projected FY14 Ending Fund Balance in ascending order to bring all negative balances to the top of the report.

PBF400: Form ID Budget Stage Advance
- Review to ensure all forms have been advanced to the next stage.
- Notify next level approver(s) of the stage advance.