The Budget Detail report can be accessed from UNI e-Business Reports in MyUNiverse.

- Shows the current budget information including all budget fund transfers that have been processed
- Replaces the information in BUA9
- Access is based on the same security rules used for running other MEMFIS Financial Reports
- Questions should be directed to budget@uni.edu

1. Login to MyUNiverse with your CatID.
2. Click Reports in your e-Business channel.
3. Click Discoverer Reports.
4. Select your financial responsibility, for example: ITS Administration, VP Admin & Finance, Biology.
5. Enter your e-Business password and click Connect.

You are connecting to OracleAS Discoverer

7. Select a worksheet:
   - The Budget Detail Report displays the Salary, Fringe Benefit, and Non-Personnel Expense items in the Total Budget column.
   - The Budget Detail Expanded View displays the Salary, Fringe Benefit, and Non-Personnel Expense budgets in separate columns.
8. Enter the Account Code Parameters (optional).
9. Click Apply.

<table>
<thead>
<tr>
<th>Category</th>
<th>Line</th>
<th>Object</th>
<th>Name</th>
<th>Budget Line Description / HR Position Title</th>
<th>Appt Status</th>
<th>Line Start Date</th>
<th>Line End Date</th>
<th>Line FTE</th>
<th>Total Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, Academic, &amp; Institutional Officials</td>
<td>0018</td>
<td>58110</td>
<td>Doe, Jane (HR Aug 1327)</td>
<td>Associate Vice President</td>
<td>Probationary</td>
<td>31-Jan-1991</td>
<td>1.00</td>
<td>130,387</td>
<td></td>
</tr>
<tr>
<td>Professional &amp; Scientific</td>
<td>00009</td>
<td>51010</td>
<td>Panther, Joe (HR Aug 848)</td>
<td>Business Manager</td>
<td>Probationary</td>
<td>31-Jan-1991</td>
<td>1.00</td>
<td>90,769</td>
<td></td>
</tr>
<tr>
<td>General Service Salary</td>
<td>00017</td>
<td>52110</td>
<td>Secretary II</td>
<td>P&amp;L Regular Benefits</td>
<td>Probationary</td>
<td>31-Jan-1991</td>
<td>1.00</td>
<td>17,410</td>
<td></td>
</tr>
</tbody>
</table>

10. Click Edit Parameters to rerun the report for a different account or set of accounts.
11. Click the Printable Page to redisplay the page for printing; it may be necessary to switch to landscape before printing.
12. Click on Export to export the report to Excel.
13. Click Preferences to change how null values are displayed or the number of lines displayed (in the Worksheets section).

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.

For questions about this document, please contact Pat Whitt at 3-6881.