

IBDV: Inquiry of Budget Development

The Inquiry of Budget Development (IBDV) function is available through IBIS and may be used to review reports for General, Agricultural Federal, Auxiliary Enterprises, University Services, and Intra-University fund types. The reports reflect permanent budget adjustments in the budget development time period. The budget development time period begins with the permanent budget at the end of April and ends with the Allocated Initial Operation Budget in July.

This document contains the following information:

[Budget Development Worksheet](#)

[On-Line Report Generation](#)

[Detail Listing of Budget Worksheet by Administrative Area](#)

[Budget Worksheet for a Single Budget/Fund within Admin Area](#)

[Budget Worksheet Summary by Function within a Fund Type](#)

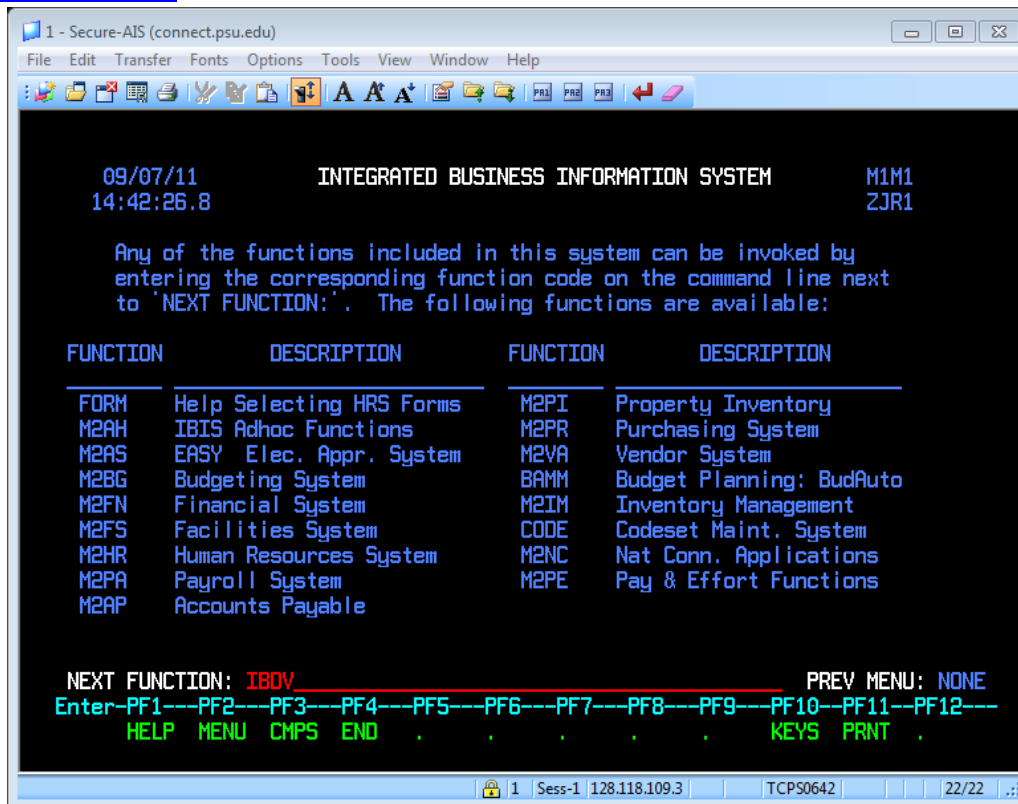
[Budget Worksheet Summary by Fund Type](#)

[Admin. Area Object Code Summary by Budget/Function/Fund Type](#)

[Summary of General Salary Increases by Administrative Area](#)

[GSI Control Accounts by Fund Type](#)

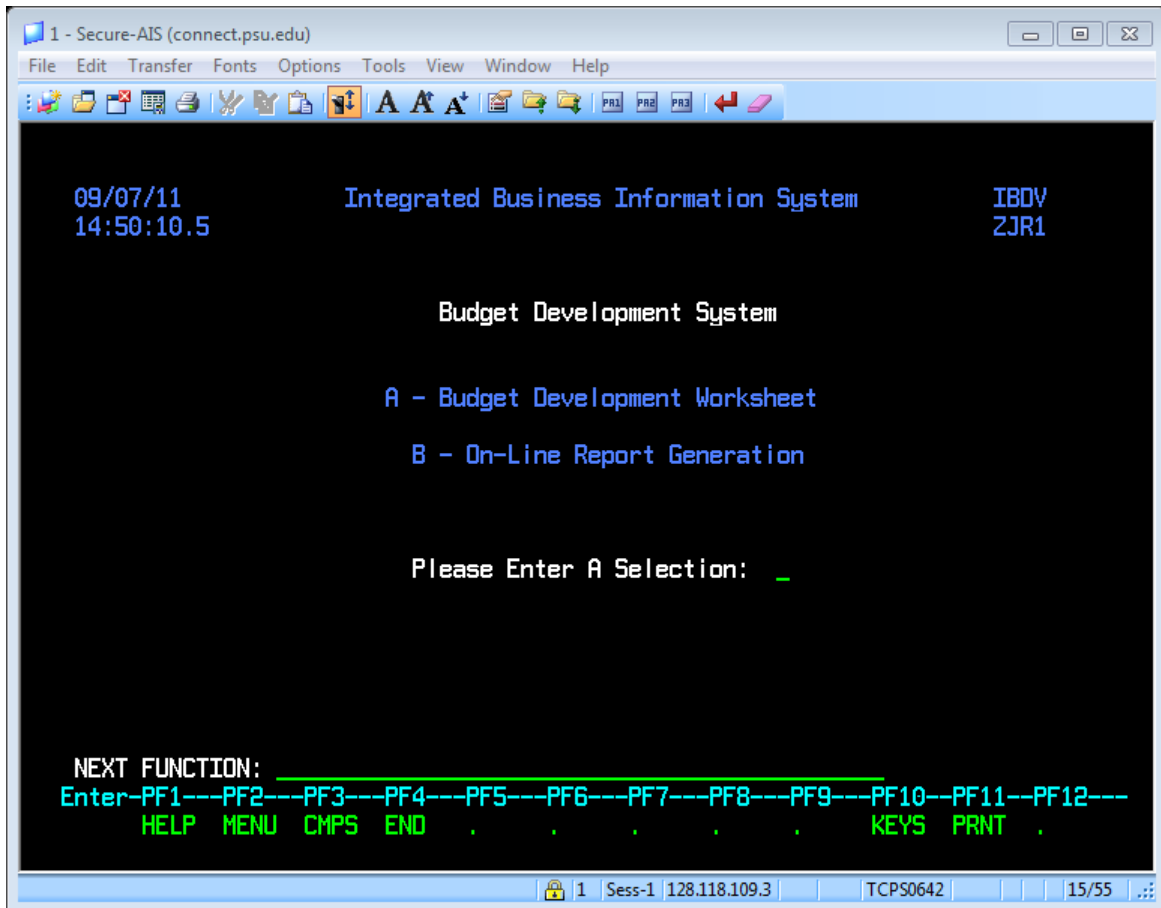
[Printing Worksheet/Report](#)



At Next Function

Type "IBDV" <Enter> to open the [IBDV Main Menu](#)

IBDV – Main Menu



At “Please Enter A Selection: __”

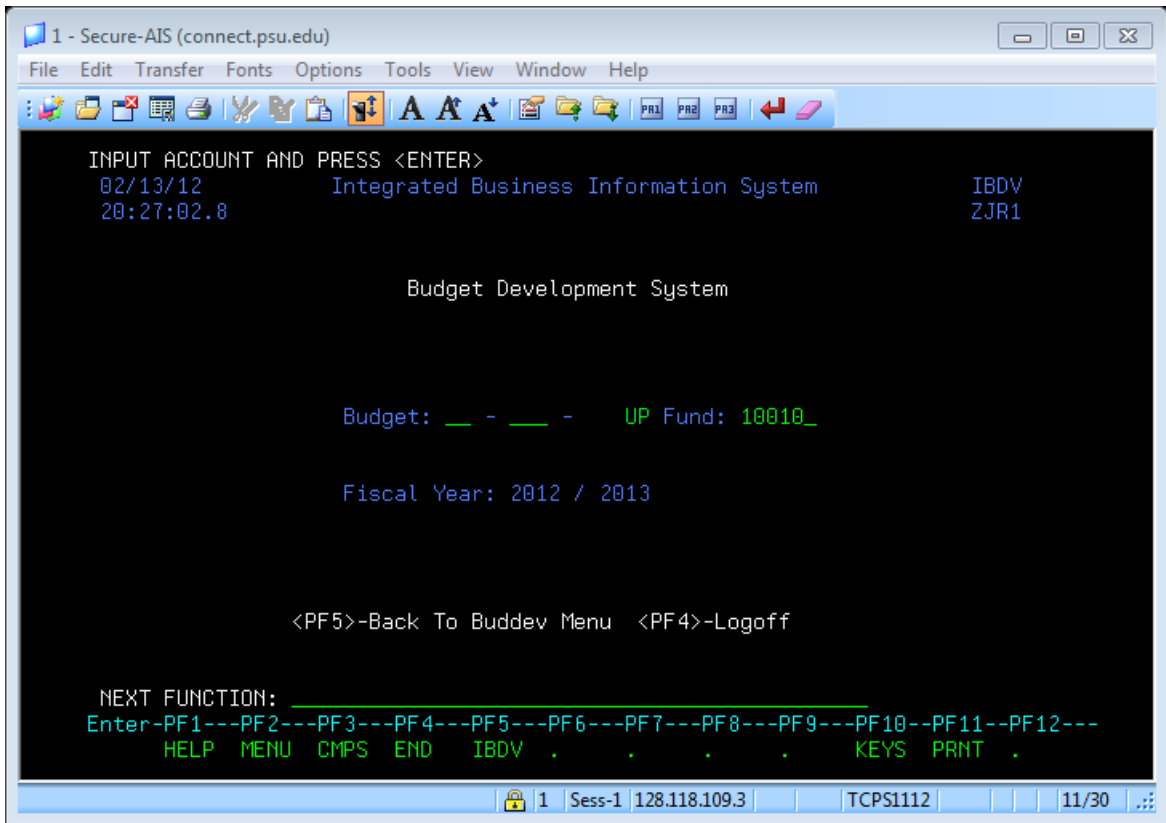
Type the corresponding letter for the desired option and press <Enter>

<PF2> To exit IBDV function and return to the Main Menu

[Budget Development Worksheet](#)

[On-Line Report Generation](#)

A. Budget Development Worksheet Selection Screen



The Budget Development Worksheet displays the permanent budget details for a single account.

Note: To return to the [IBDV Main Menu](#), press <PF5>

The following variables must be entered to display the [Budget Development Worksheet](#):

Budget: NN-NNN-NN AA

Fund: NNNNN

<Enter> To display the Budget Development Worksheet

Budget Development Worksheet Screen

```

1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
<ENTER> TO EXIT BUDEV WORKSHEET
04/09/12 18:09:37.4      BUDDEV WKSHEET 2012 / 2013      ZJR1
DEAN'S OFFICE          IBDV
0200401 UP10010      April Base      Amnt Change    Alloc Budg    Admin Div Reallo
Executive              0              0              0              0
Admin                  0              0              0              0
Acad Admn              0              0              0              0
Academic               0              0              0              0
Staff Ex               0              0              0              0
Staff NonEx           0              0              0              0
Tech Serv              0              0              0              0
Res Sal Incr           0              0              0              0
FTMY Acad              0              0              0              0
Non-St Acad            0              0              0              0
Grad Assist            0              0              0              0
Non-St NAcad           0              0              0              0
Wages                  0              0              0              0
DA                      0              0              0              0
DA                      PF6
Alloc Fund             0              0              0              0
** TOTAL EXPENSE      0              0              0              0
** TOTAL INCOME       PF5            0              0              0
** Net Exp/(Inc)      0              0              0              0
<PF1>HELP  <PF2>MENU  <PF4>LOGOFF  <PF7>/<PF8>SCROLL 4TH COLUMN  <PF11>PRINT
NEXT FUNCTION: _____
1 Sess-1 128.118.109.3 TCPS1558 24/19

```

The account number is displayed in the upper left corner.

April Base column + Amnt Change column = Alloc Budget

April Base column displays permanent budget details as of the end of April.

The rightmost column displays the different types of permanent budget adjustments during the budget development time period that are added together for the total **Amnt Change**. Scroll through these details by pressing **<PF7>/<PF8>**:

- **May/June AMD** – Permanent budget adjustments with a May or June Effective Date processed through all approval paths before the end of the current fiscal year.
- Permanent budget adjustments with a July Effective Date processed through all approval paths before the end date for Allocated Initial Operating Budget. The adjustments are sorted into columns based on Transaction Code:
 - **Admin Div Reallocation** – transaction code 10
 - **Interdiv Budg Xfer** – transaction code 30
 - **Exp Offset By Income** – transaction code 40
 - **Sal Incr Alloc** -- transaction codes 61-64, 67-76, 78, 79, 83-84, 86, 89
 - **Additional Alloc** – transaction codes 20, 54, 56

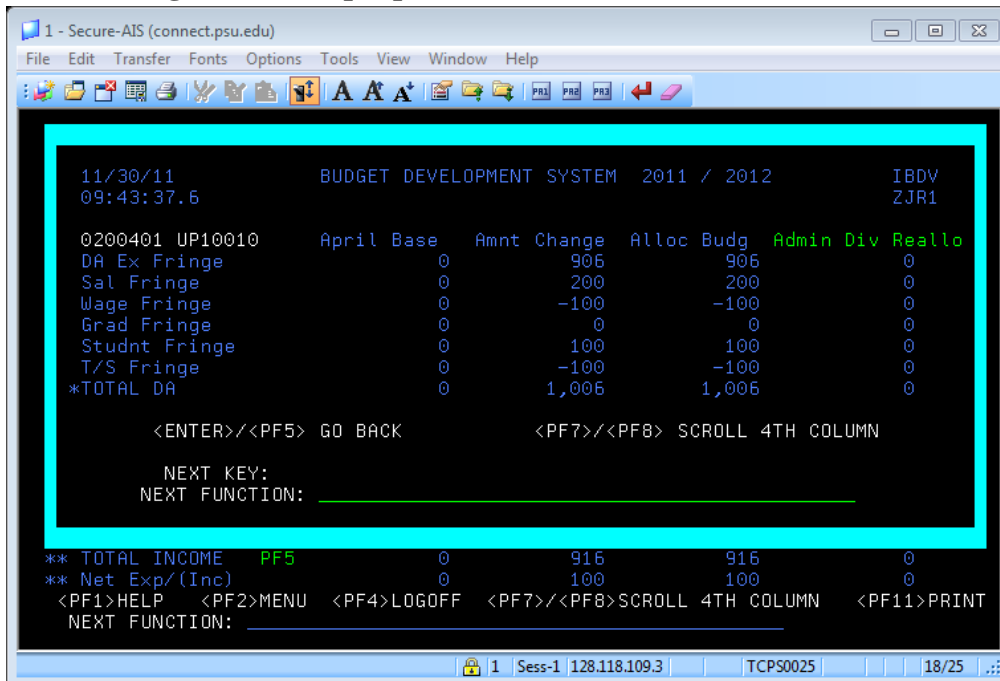
<Enter> To return to the [worksheet account selection screen](#).

<PF11> Display [report with all columns for Print](#)

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

<PF6> To display **Pop Up Screen** that shows more detail for Fringe Benefits included in **DA**

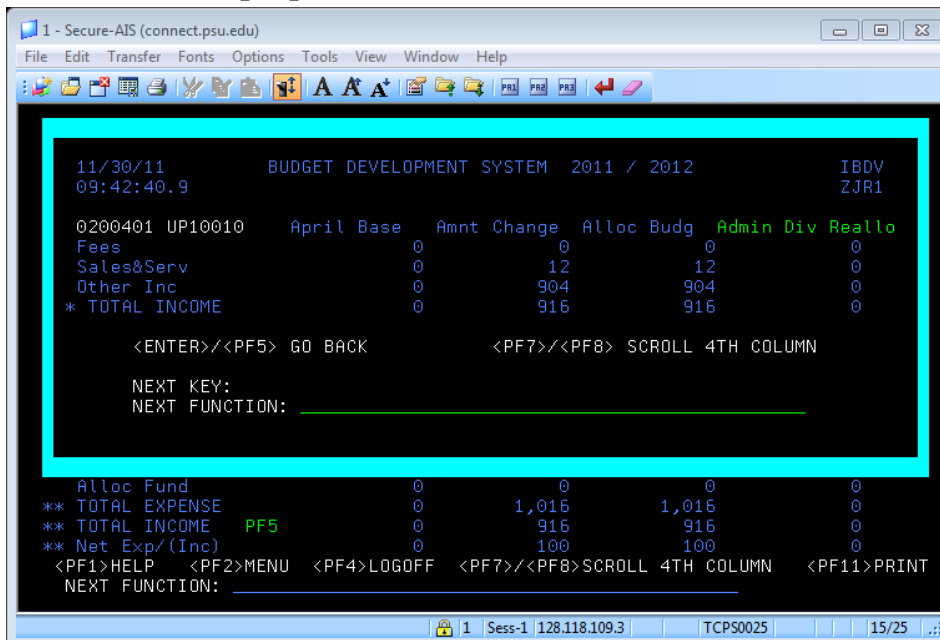
DA & Fringe Details Pop Up Screen



<Enter> To return to the [previous screen](#).

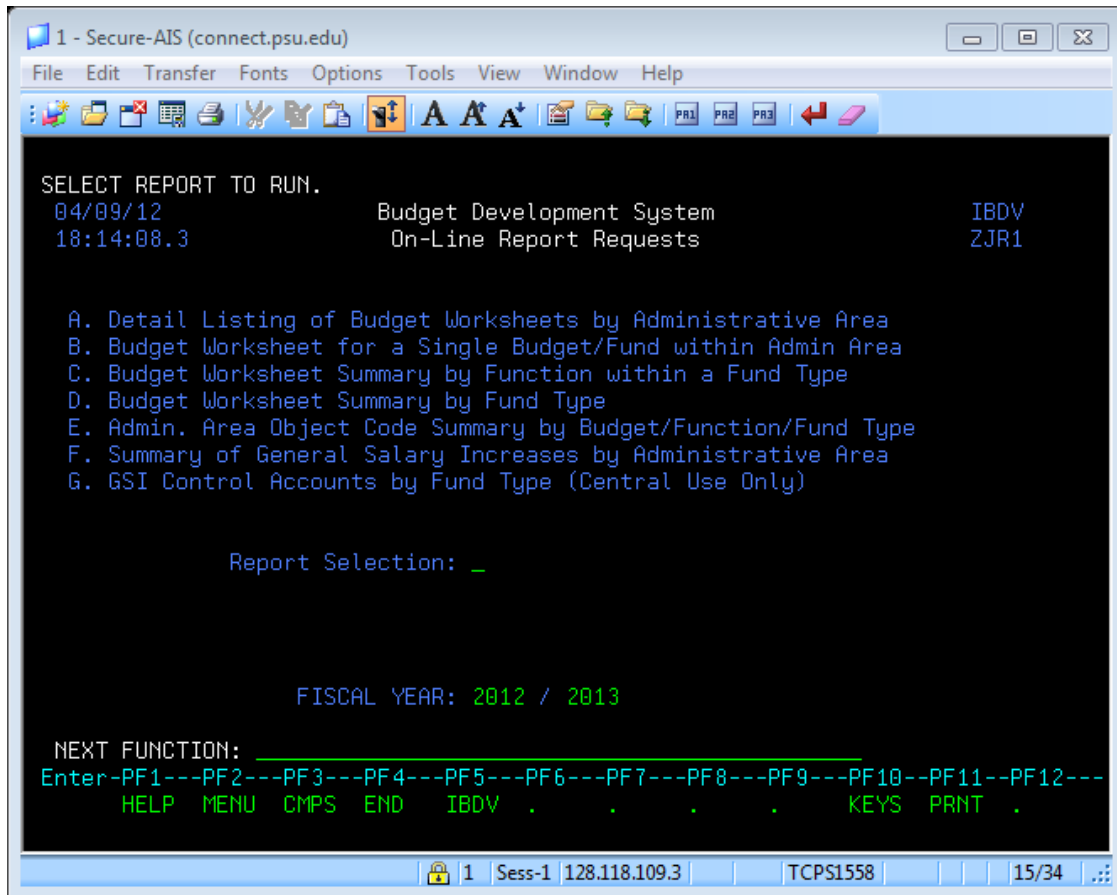
<PF5> To display **Pop Up Screen** with specific types of Income that are combined for **Total Income**

Income Detail Pop Up Screen



<Enter> To return to the [previous screen](#).

B. On-Line Report Generation



Note: To return to [IBDV Main Menu](#), press <PF5>

At “**Report Selection: _**”

Type the corresponding letter for the desired report and press <Enter>

The screen will update to enable entry of specific variables required for generating the requested report. The report must be printed to view the entire report.

Follow these links to learn more about each report:

- A. [Detail Listing of Budget Worksheet by Administrative Area](#)
- B. [Budget Worksheet for a Single Budget/Fund within Admin Area](#)
- C. [Budget Worksheet Summary by Function within a Fund Type](#)
- D. [Budget Worksheet Summary by Fund Type](#)
- E. [Admin. Area Object Code Summary by Budget/Function/Fund Type](#)
- F. [Summary of General Salary Increases by Administrative Area](#)
- G. [GSI Control Accounts by Fund Type](#)

Report Selection A: Detail Listing of Budget Worksheets by Administrative Area

```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
ENTER REQUIRED VARIABLES TO RUN REPORT.
04/09/12          Budget Development System          IBDV
18:14:40.3       On-Line Report Requests              ZJR1

A. Detail Listing of Budget Worksheets by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type (Central Use Only)

Report Selection: A
Admin Area Number: _____

Include GSI Control Accts: N
FISCAL YEAR: 2012 / 2013

NEXT FUNCTION: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END IBDV . . . KEYS PRNT .
```

Detail Listing of Budget Worksheet by Administrative Area:

Report displays the details of each account that has any budgeted dollars within the selected Administrative Area. One account is displayed per page, and the report is sorted by Fund Type (General, Ag Federal, Auxiliary, University Services, Intra-University), Fund Number, Function, and Account Number.

Note: To return to the [IBDV Main Menu](#), press < PF5 >

The following variables must be entered to run the report:

Admin Area Number: NNN

Include GSI Control Account: “N” – GSI CTRL Accounts **will not** be displayed
“Y” – GSI CTRL Accounts **will** be displayed

<Enter> to run [the report](#).

Report Selection A: Detail Listing of Budget Worksheets by Administrative Area

WWW
B2BDV04N
RUN DATE: 9/08/2011

BUDGET DEVELOPMENT WORKSHEET - DE
FOR YEAR 2011-12

ACCOUNT 0200403 UP 10010 DEPARTMENT NAME UNDERGRADUATE EDUC ADM 004
GENERAL FUNDS
ACADEMIC SUPPORT(AS)
(AS) RESIDENT INSTN

	APRIL BASE AS OF 4-30-11	MAY / JUNE BUDGET AMEND/ADJ	ADMIN. DIVISION REALLOC.	INTERDIV. BUDGET TRANSFERS	EXPENSE OFFSET B INCOME
EXPENSE:					
SALARIES					
STANDING APPTS					
Executive	0	0	0	0	0
Admin	0	0	0	0	0
Acad Admin	0	0	0	0	0
Academic	0	0	0	0	0
Staff Ex	0	-50	0	0	0
Staff NonEx	0	0	0	0	0
TOTAL N-CLASS	0	-50	0	0	0

1 Sess-1 128.118.109.3 TCP50533 1/7

<PF8> To page forward

<PF5> To return to [On-Line Report Request](#) menu

NOTE: If it does not exit report after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

Report Selection B: Budget Worksheet for a Single Budget/Fund within Admin Area

```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
ENTER REQUIRED VARIABLES TO RUN REPORT.
04/09/12 Budget Development System IBDV
18:15:11.0 On-Line Report Requests ZJR1

A. Detail Listing of Budget Worksheets by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type (Central Use Only)

Report Selection: B
Admin Area Number: ___
Budget: ___ - ___ - ___ UP Fund: 10010_

Include GSI Control Accts: N
FISCAL YEAR: 2012 / 2013

NEXT FUNCTION: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END IBDV . . . KEYS PRINT .

1 Sess-1 128.118.109.3 TCPS1558 16/34
```

Budget Worksheet for a Single Budget / Fund within Admin Area:

Report displays the details of a single account if the account has any permanently budgeted dollars.

Note: To return to the [IBDV Main Menu](#), press <PF>

The following variables must be entered to run the report:

Admin Area Number: NNN

Budget: NN-NNN-NN AA

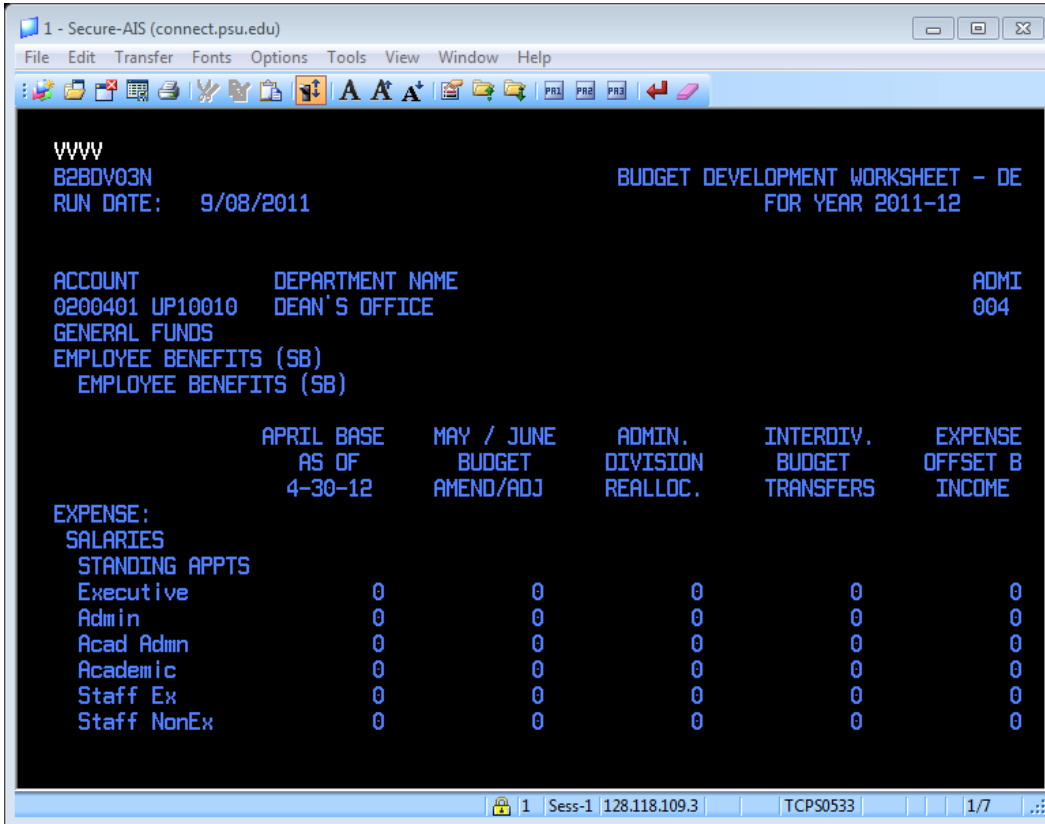
Fund: NNNNN

Include GSI Control Account: “N” – GSI Control Accounts **will not** be displayed
“Y” – GSI Control Accounts **will** be displayed

Note: “Y” must be entered to display the GSI Control Accounts.

<Enter> To run [the report](#).

Report Selection B: Budget Worksheet for a Single Budget / Fund within Admin Area



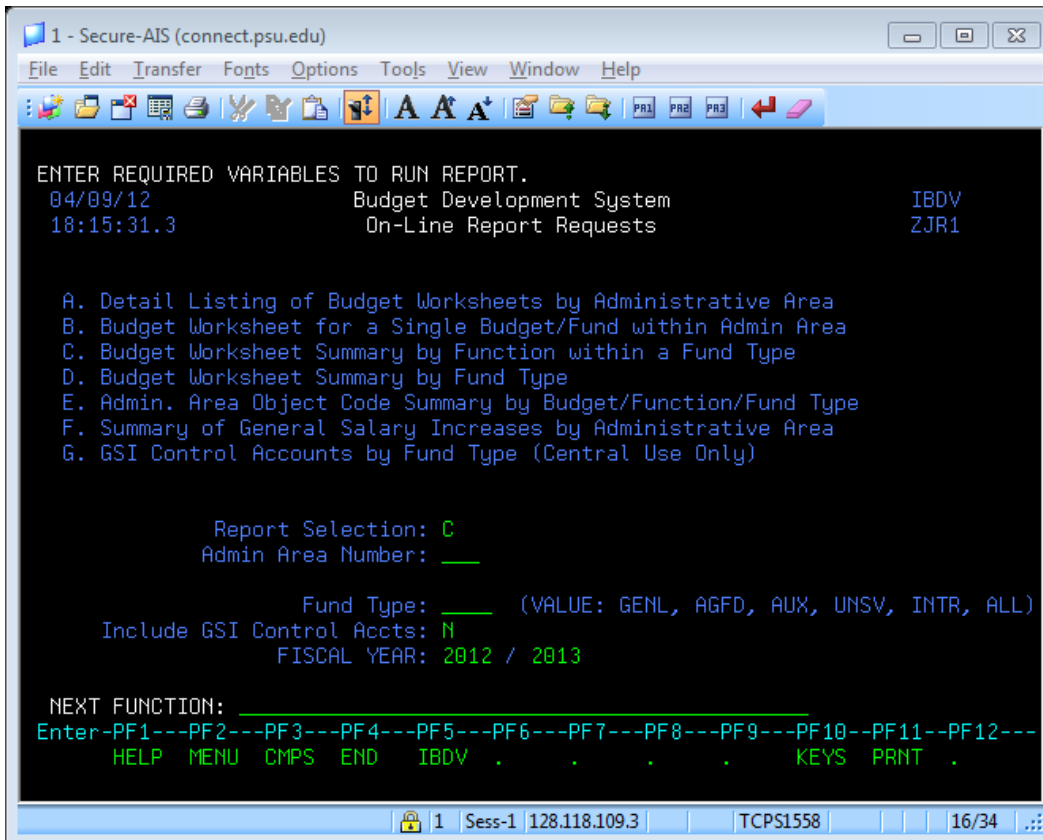
<PF8> To page forward

<PF5> To return to [On-Line Report Request](#) menu

NOTE: If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

Report Selection C: Budget Worksheet Summary by Function within a Fund Type



```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
ENTER REQUIRED VARIABLES TO RUN REPORT.
04/09/12          Budget Development System          IBDV
18:15:31.3       On-Line Report Requests                       ZJR1

A. Detail Listing of Budget Worksheets by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type (Central Use Only)

Report Selection: C
Admin Area Number: ____

Fund Type: ____ (VALUE: GENL, AGFD, AUX, UNSV, INTR, ALL)
Include GSI Control Accts: N
FISCAL YEAR: 2012 / 2013

NEXT FUNCTION: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END IBDV . . . KEYS PRNT .
```

Budget Worksheet Summary by Function within a Fund Type

Report summarizes permanent budget details for all accounts of requested administrative area by function code group within fund type. If fund type “ALL” is select, the report is sorted by fund type and function code group.

Note: To return to the [IBDV Main Menu](#), press <PF5>

The following variables must be entered to run the report:

Admin Area Number: NNN

Fund Type:	GENL	General Fund
	AGFD	Ag Federal Funds
	AUX	Auxiliary Funds
	UNSV	University Services
	INTR	Intra-University
	ALL	GENL, AGFD, AUX, UNSV, INTR

Include GSI Control Account: “N” – GSI Control Accounts **will not** be displayed
“Y” – GSI CTRL Accounts **will** be displayed

<Enter> to run [the report](#).

Report Selection C: Budget Worksheet Summary by Function within a Fund Type

WWW
B2BDV05N
RUN DATE: 9/08/2011

FUNCTION SUMMARY - BUDGET DEVELOP
FOR YEAR 2011-12

ADM
004

GENERAL FUNDS
ACADEMIC SUPPORT(AS)

	APRIL BASE AS OF 4-30-11	MAY / JUNE BUDGET AMEND/ADJ	ADMIN. DIVISION REALLOC.	INTERDIV. BUDGET TRANSFERS	EXPENSE OFFSET B INCOME
EXPENSE:					
SALARIES					
STANDING APPTS					
Executive	0	0	0	0	0
Admin	0	0	0	0	0
Acad Admin	0	0	0	0	0
Academic	0	0	0	0	0
Staff Ex	0	-50	0	0	0
Staff NonEx	0	0	0	0	0
TOTAL N-CLSS	0	-50	0	0	0
Tech Serv	0	0	0	0	0

1 Sess-1 128.118.109.3 TCPS1788 1/7

<PF8> To page forward

<PF5> To return to [On-Line Report Request](#) menu

NOTE: If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

Report Selection D: Budget Worksheet Summary by Fund Type

```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
ENTER REQUIRED VARIABLES TO RUN REPORT.
04/09/12          Budget Development System          IBDV
18:15:52.2       On-Line Report Requests                          ZJR1

A. Detail Listing of Budget Worksheets by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type (Central Use Only)

Report Selection: D
Admin Area Number: _____

Fund Type: _____ (VALUE: GENL, AGFD, AUX, UNSV, INTR, ALL)
Include GSI Control Accts: N
FISCAL YEAR: 2012 / 2013

NEXT FUNCTION: _____
Enter -PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END IBDV . . . KEYS PRNT .
```

Budget Worksheet Summary by Fund Type

Report summarizes permanent budget details for all accounts of requested administrative area by fund type. If Fund Type “ALL” is selected, the report is sorted by fund type.

Note: To return to the [IBDV Main Menu](#), press <PF5>

The following variables must be entered to run the report:

Admin Area Number: NNN

Fund Type:

GENL	General Fund
AGFD	Ag Federal Funds
AUX	Auxiliary Funds
UNSV	University Services
INTR	Intra-University
ALL	GENL, AGFD, AUX, UNSV, INTR

Include GSI Control Account: “N” – GSI Control Accounts **will not** be displayed
“Y” – GSI CTRL Accounts **will** be displayed

<Enter> to run [the report](#).

Report Selection D: Budget Worksheet Summary by Fund Type

```

1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
WWW
B2BDV05N          FUND TYPE SUMMARY - BUDGET DEVELO
RUN DATE:  9/08/2011          FOR YEAR 2011-12
                                ADM
                                004

GENERAL FUNDS

                APRIL BASE   MAY / JUNE   ADMIN.   INTERDIV.   EXPENSE
                AS OF        BUDGET      DIVISION  BUDGET      OFFSET B
                4-30-11     AMEND/ADJ  REALLOC.  TRANSFERS  INCOME

EXPENSE:
SALARIES
STANDING APPTS
Executive          0           0           0           0           0
Admin              0           0           0           0           0
Acad Admn          0           0           0           0           0
Academic           0           0           0           0           0
Staff Ex           0          -50          0           0           0
Staff NonEx        0           0           0           0           0

TOTAL N-CLSS      0          -50          0           0           0

Tech Serv          0           0           0           0           0
    
```

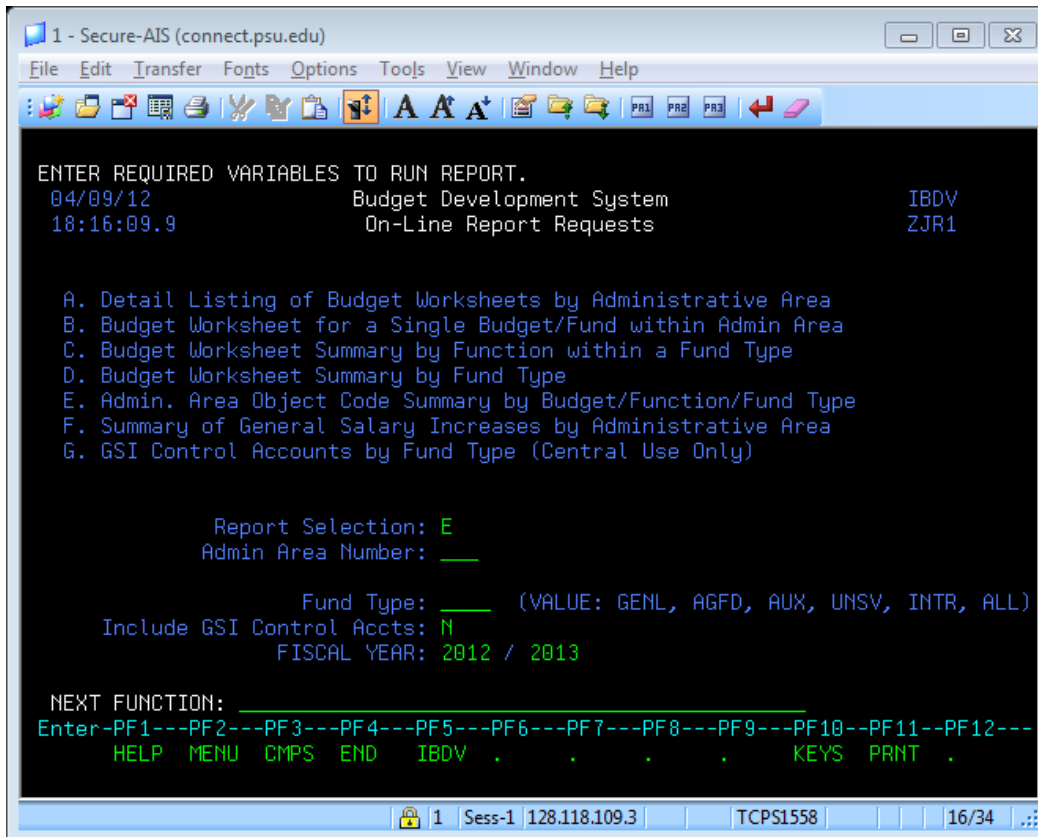
<PF8> To page forward

<PF5> To return to [On-Line Report Request](#) menu

NOTE: If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

Report Selection E: Admin. Area Object Code Summary by Budget/Function/Fund Type



```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
ENTER REQUIRED VARIABLES TO RUN REPORT.
04/09/12          Budget Development System          IBDV
18:16:09.9       On-Line Report Requests                    ZJR1

A. Detail Listing of Budget Worksheets by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type (Central Use Only)

Report Selection: E
Admin Area Number: ____

Fund Type: ____ (VALUE: GENL, AGFD, AUX, UNSV, INTR, ALL)
Include GSI Control Accts: N
FISCAL YEAR: 2012 / 2013

NEXT FUNCTION: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END IBDV . . . KEYS PRINT .
```

Admin. Area Object Code Summary by Budget/Function/Fund Type

Report display the permanently budget details for a specific object code by account (sorted by Fund Type and Function) within the Administrative Area.

Note: To return to the [IBDV Main Menu](#), press <PF5>

The following variables must be entered to run the report:

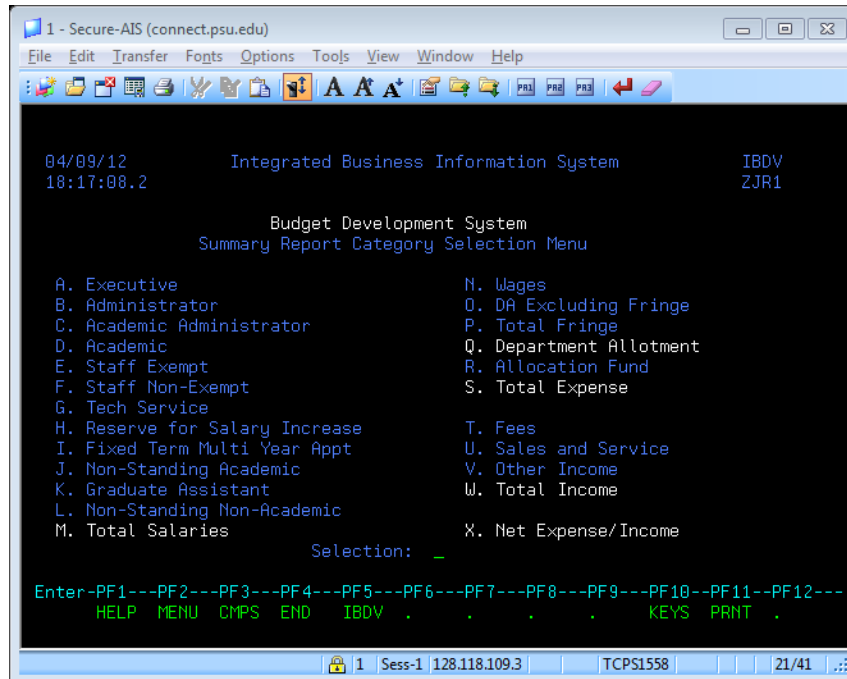
Admin Area Number: NNN

Fund Type:	GENL	General Fund
	AGFD	Ag Federal Funds
	AUX	Auxiliary Funds
	UNSV	University Services
	INTR	Intra-University
	ALL	GENL, AGFD, AUX, UNSV, INTR

Include GSI Control Account: “N” – GSI Control Accounts **will not** be displayed
“Y” – GSI CTRL Accounts **will** be displayed

<Enter> to go to [Object Code Selection Screen](#) and run [the report](#)

Report Selection E: Admin. Area Object Code Summary by Budget/Function/Fund Type Object Code Selection Screen



At “Selection: __:

Type the corresponding letter for the desired Object Code and press <Enter>

GENERAL FUNDS	APRIL BASE AS OF 4-30-11	MAY / JUNE BUDGET AMEND/ADJ	ADMIN. DIVISION REALLOC.	INTERDIV. BUDGET TRANSFERS	EXPENSE OFFSET BY INCOME
GENERAL FUNDS					
ACADEMIC SUPPORT (AS)					
0200403 UP 10010	0	0	0	0	0
FUNCTION TOTAL	0	0	0	0	0
EMPLOYEE BENEFITS (SB)					
0200401 UP 10010	0	0	0	10	1,006
0200402 UP 10010	0	0	0	0	0
FUNCTION TOTAL	0	0	0	10	1,006
FUND TYPE TOTAL	0	0	0	10	1,006

<PF8>

To page forward

<PF5>

To return to [On-Line Report Request](#) menu

NOTE: If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

Report Selection F: Summary of General Salary Increases by Administrative Area

```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
04/09/12 18:17:37.1 Budget Development System IBDV
On-Line Report Requests ZJR1

A. Detail Listing of Budget Worksheets by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type (Central Use Only)

Report Selection: F
Admin Area Number: ___

Include GSI Control Accts: N
FISCAL YEAR: 2012 / 2013

NEXT FUNCTION:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END IBDV . . . KEYS PRNT .
```

Summary of General Salary Increase by Administrative Area

Report displays General Salary Increase amounts for Object Code groupings by account, sorted by Fund Type and Function) within the requested Administrative Area. The GSI dollars shown will match the amounts in the “Sal Incr Alloc” column on the Budget Development Worksheet for each account. The following Object Code groupings are displayed on the Summary of General Salary Increases by Administrative Area report:

- **Exec, Adm, Staff**
- **Acad, Acam, FTMY**
- **Non-Stng Academic**
- **Grad Asst**
- **Non-Stng Non-Acad**
- **Technical Service**
- **Reserve Sal Incr**
- **Wages/DA/Alloc Fund**

Note: To return to the [IBDV Main Menu](#), press <PF5>

The following variables must be entered to run the report:

Admin Area Number: NNN

Include GSI Control Account: “N” – GSI Control Accounts **will not** be displayed
“Y” – GSI CTRL Accounts **will** be displayed

<Enter> To run [the report](#)

Report Selection F: Summary of General Salary Increase by Administrative Area

MORE
B2B0V07N
RUN DATE: 9/08/2011

SUMMARY OF GENERAL SALARY INCREASE BY ADMINISTRATIVE AREA
FOR YEAR 2011-12

ADM
004

GENERAL FUNDS

	EXEC, ADM, STAFF	ACAD, ACAM, FTYM	NON-STNG ACADEMIC	GRAD ASST	NON-STNG NON-ACAD
GENERAL FUNDS					
ACADEMIC SUPPORT (AS)					
0200403 UP 10010	0	0	0	0	0
FUNCTION TOTAL	0	0	0	0	0
EMPLOYEE BENEFITS (SB)					
0200401 UP 10010	0	0	0	0	0
0200402 UP 10010	0	0	0	0	0
FUNCTION TOTAL	0	0	0	0	0
FUND TYPE TOTAL	0	0	0	0	0

1 Sess-1 128.118.109.3 TCPS1788 1/7

<PF8> To page forward

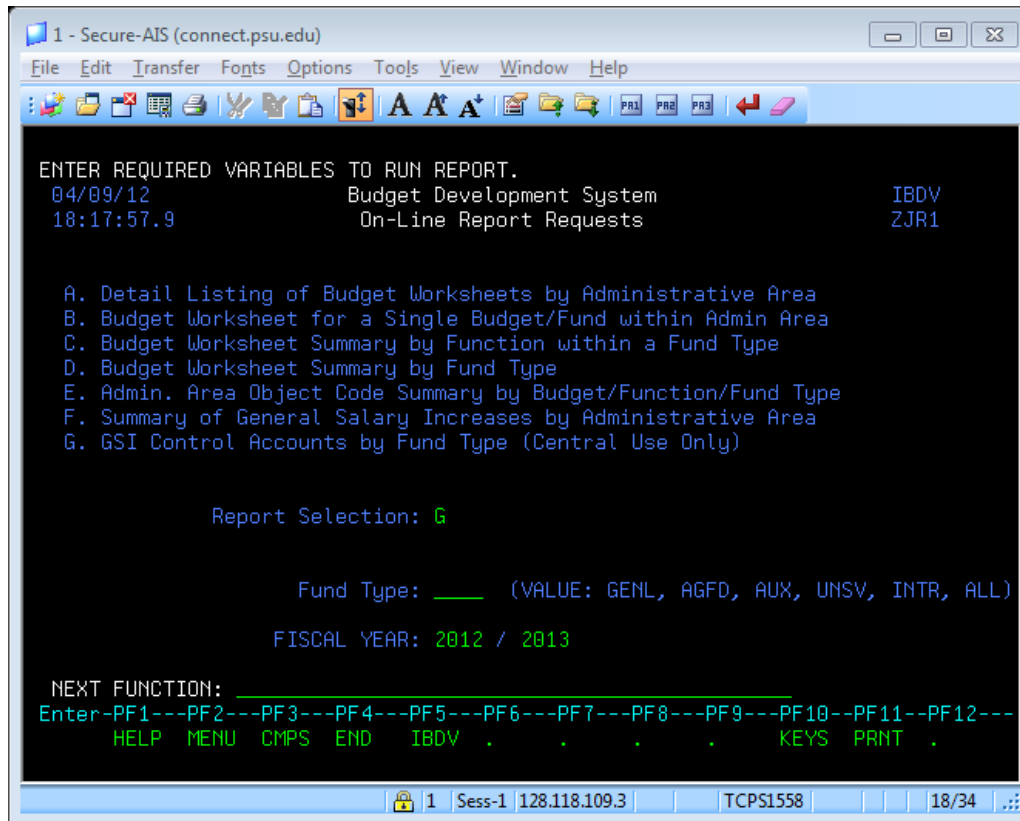
<PF5> To return to [On-Line Report Request](#) menu

NOTE: If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

Report Selection G: GSI Control Accounts by Fund Type

This report is for **CENTRAL USE ONLY**



```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
ENTER REQUIRED VARIABLES TO RUN REPORT.
04/09/12          Budget Development System          IBDV
18:17:57.9       On-Line Report Requests                    ZJR1

A. Detail Listing of Budget Worksheets by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type (Central Use Only)

Report Selection: G

Fund Type: _____ (VALUE: GENL, AGFD, AUX, UNSV, INTR, ALL)
FISCAL YEAR: 2012 / 2013

NEXT FUNCTION: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END IBDV . . . KEYS PRNT .
```

Print GSI Control Account by Fund Type

Report displays GSI Control Account that has a structure in IBIS for the requested Fiscal Year (even if the account has no permanent budget amounts). The report is sorted by Administrative Area and Fund Type.

Note: To return to the [IBDV Main Menu](#), press <PF5>

The following variables must be entered to run the report:

Fund Type:	GENL	General Fund
	AGFD	Ag Federal Funds
	AUX	Auxiliary Funds
	UNSV	University Services
	INTR	Intra-University
	ALL	GENL, AGFD, AUX, UNSV, INTR

<Enter> To run [the report](#)

Print GSI Control Account by Fund Type

```

1 - Secure-ASIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
B2BDV08N          BUDGET DEVELOPMENT WORKSHEET - DE
RUN DATE: 9/12/2011          FOR YEAR 2011-12

ACCOUNT          DEPARTMENT NAME          ADM
00004000UP 10010  GSI CONTROL          004
GENERAL FUNDS
INSTNL SUPPORT (IS)
(IS) GEN EXP-OPER

          APRIL BASE    MAY / JUNE    ADMIN.    INTERDIV.    EXPENSE
          AS OF          BUDGET       DIVISION  BUDGET      OFFSET B
          4-30-11    AMEND/ADJ    REALLOC.  TRANSFERS  INCOME

EXPENSE:
SALARIES
STANDING APPTS
Executive      0          0          0          0          0
Admin          0          0          0          0          0
Acad Admn     0          0          0          0          0
Academic      0          0          0          0          0
Staff Ex      0          0          0          0          0
Staff NonEx   0          0          0          0          0

TOTAL N-CLASS  0          0          0          0          0
  
```

<PF8> To page forward

<PF5> To return to [On-Line Report Request](#) menu

NOTE: If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

Printer Worksheet/Report

Type “%h” in the upper left corner of the screen and <Enter> to open [printer selection screen](#)

```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
WWW %h
UBD-ZJR1
RUN DATE: 9/08/2011
BUDGET DEVELOPMENT WORKSHEET - DE
FOR YEAR 2011-12

ACCOUNT          DEPARTMENT NAME      ADMI
0200401 UP10010  DEAN'S OFFICE        004
GENERAL FUNDS
EMPLOYEE BENEFITS (SB)
EMPLOYEE BENEFITS (SB)

                APRIL BASE   MAY / JUNE   ADMIN.      INTERDIV.   EXPENSE
                AS OF       BUDGET      DIVISION    BUDGET      OFFSET B
                4-30-12   AMEND/ADJ   REALLOC.    TRANSFERS   INCOME

EXPENSE:
SALARIES
STANDING APPTS
Executive        0           0           0           0           0
Admin            0           0           0           0           0
Acad Admin       0           0           0           0           0
Academic         0           0           0           0           0
Staff Ex         0           0           0           0           0
Staff NonEx     0           0           0           0           0

1 Sess-1 128.118.109.3 TCP50533 1/9
```

Printer Selection Screen

At “Destination” Type the TCPNNNNP number for the desired printer and press <Enter>

Note: These reports should be printed LANDSCAPE

```
1 - Secure-AIS (connect.psu.edu)
File Edit Transfer Fonts Options Tools View Window Help
09:03:17 TID 3486 TESTAIS User ID ZJR1 09/08/11
-- Printout Specification -- UPRT

Please specify/overwrite

Listname :
Destination : TCP4340P
(Tid) : ( 0 )
Form :
Disposition : 0 D Print and Delete
L Print and Keep
H Hold
Copies : 0 Additional Outputs (1-255)

-----
Exit=Clear/PF3 Dynamic allocation=PF5

1 Sess-1 128.118.109.3 TCP50533 11/34
```

<PF3> To return to the worksheet/report menu without printing worksheet/report.

Budget Development Worksheet

On-Line Report Generation

Detail Listing of Budget Worksheet by Administrative Area

Budget Worksheet for a Single Budget/Fund within Admin Area

Budget Worksheet Summary by Function within a Fund Type

Budget Worksheet Summary by Fund Type

Admin. Area Object Code Summary by Budget/Function/Fund Type

Summary of General Salary Increases by Administrative Area

GSI Control Accounts by Fund Type

Printing Worksheet/Report