

Inquiry Salary Allocations — Balance (ISAB)

Introduction

This function permits the user to compare the amounts allocated and used for general salary increases for Academic and Staff summary totals by various Fund Types for an Administrative Area (or Financial Officer Number, if applicable). The ISAB function can be found on M3SI (General Salary Increase).

ISAB should be used during the GSI process as well as after the General Salary Increases (GSI) are entered on the mainframe or uploaded from PERMSAL to the mainframe. Before the final review of ISAB, all GSI errors should be corrected with the BSIE (Browse Salary Increase Errors) function.

Cover Screen

The Cover Screen of ISAB is used to select the appropriate Detail Screen for viewing allocation balances. If GSI amounts are allocated at the Financial Officer level, enter your Financial Officer Number; otherwise, enter your Administrative Area number. If you enter a home budget number from your administrative area, you will view a Detail Screen showing the aggregate amount used for all budgets with the same mnemonic as the home budget.

05/28/08	GENERAL SALARY INCREASE BALANCES	ISAB
10:59:04.7		XYZ3

Complete the following data for viewing Allocations Balances

___ - Financial Officer Number
and/or
___ - Administrative Area (if different from FO#)
or
___ - ___ - __ UP - Departments' Home Budget -- Mnemonic:
(aggregates to the mnemonic level of this budget)

Please select one or more options above

Next Function: _____ (menu,keys,end)

ISAB Detail Screen

If your Administrative Area has more than one fund type, press the Enter key to page through the Detail Screen for each fund type. To return to the Cover Screen, press the PF7 key. The ISAB detail screens contain the following information:

PRESS <ENTER> TO DISPLAY NEXT FUND TYPE ←

05/28/08		GENERAL SALARY INCREASE BALANCES		ISAB
11:07:28.6				USD2
AUXILIARY ENTERPRISE		F OFCR: 40		
		Allocated	Used	Balance
CENTRAL ACAD:	Merit			
	1 Market	-13000.00		-13000.00
	Equity	14000.00		14000.00
	TOTAL CENT ACAD:	1000.00		
CENTRAL STFF:	Merit			
	2 Market	-11000.00		-11000.00
	Equity			
	TOTAL CENT STAFF:	-11000.00		
INTERNAL ACAD:	Merit			
	3 Market	-13000.00		-13000.00
	Equity	13977.00		13977.00
	TOTAL INT ACAD:	977.00		
INTERNAL STFF:	Merit		25035.00	-25035.00
	4 Market	-11000.00		-11000.00
	Equity	-112.00		-112.00
	TOTAL INT STAFF:	-11112.00	25035.00	

PROM=PF9 PF3=CMPS PF4=END PF7=RTN PF11=PRNT PF9=PROM

NEXT FUNCTION: _____ (MENU, KEYS, END)

1 - Central Academic (Central ACAD)

- Allocated** Reflects GSI amounts allocated from Central University reserves for academic employees entered via a GSI function.
- Used** Reflects the total central GSI amounts used for academic employees.
- Balance** Indicates the balance of central academic amounts allocated less amounts used.

2 - Central Staff (Central STFF)

Allocated Reflects GSI amounts allocated from Central University reserves for staff employees entered via a GSI function.
Used Reflects the total central GSI amounts used for staff employees.
Balance Indicates the balance of central staff amounts allocated less amounts used.

3 - Internal Academic (Internal ACAD)

Allocated Reflects authorized GSI amounts allocated from within the administrative area for academic employees entered via a GSI function.
Used Reflects the total internal GSI amounts used for academic employees.
Balance Indicates the balance of internal academic amounts allocated less amounts used.

4 - Internal Staff (Internal STFF)

Allocated Reflects authorized GSI amounts allocated from within the administrative area for staff employees entered via a GSI function.
Used Reflects the total internal GSI amounts used for staff employees.
Balance Indicates the balance of internal staff amounts allocated less amounts used.

ISAB Promotion Screen

To display the promotion amounts, press PF9:

HIT <ENTER> TO RETURN,			
	PROMOTION		
	ALLOCATED	USED	BALANCE
CEN ACAD -	11190.00	1893.00	9297.00
CEN STFF -	11233.00	455.00	10778.00
INT ACAD -		180.00	-180.00
INT STFF -		73.00	-73.00

Central Academic Promotion

Allocated	Reflects GSI amounts allocated from Central University reserves for academic employee promotions entered via a GSI function.
Used	Reflects the total Central University amounts used for academic employee promotions.
Balance	Indicated the balance of central academic promotion amounts allocated less amounts used.

Central Staff Promotion

Allocated	Reflects GSI amounts allocated from Central University reserves for staff employee promotions entered via a GSI function.
Used	Reflects the total Central University amounts used for staff employee promotions.
Balance	Indicates the balance of central staff promotion amounts allocated less amounts used.

Internal Academic Promotion

Allocated	Reflects authorized GSI amounts allocated from within the administrative area for academic employee promotions entered via a GSI function.
Used	Reflects the total internal GSI amounts used for academic employee promotions.
Balance	Indicates the balance of central academic promotion amounts allocated less amounts used.

Internal Staff Promotion

Allocated	Reflects authorized GSI amounts allocated from within the administrative area for staff.
Used	Reflects the total internal GSI amounts used for staff employee promotions.
Balance	Indicates the balance of central staff promotion amounts allocated less amounts used.

Additional Information:

- For **EVERY TOTAL LINE** of the detail screen, the amount shown in the **BALANCE** column should be zero or a relatively small positive amount. Negative or relatively large positive balances may indicate the need to either adjust the **ALLOCATED** amount or the **USED** amount.
- Adjust the **Allocated** amount for **ACAD** and **STAFF** by completely processing the GSI budget amendments.
- Adjust the **Used** amounts for **ACAD** or **STAFF** by adjusting position or person records via a GSI function. Check the position or person record to confirm that the correct increase amounts have been entered into the correct field(s).

Last Revised 06/01/2008