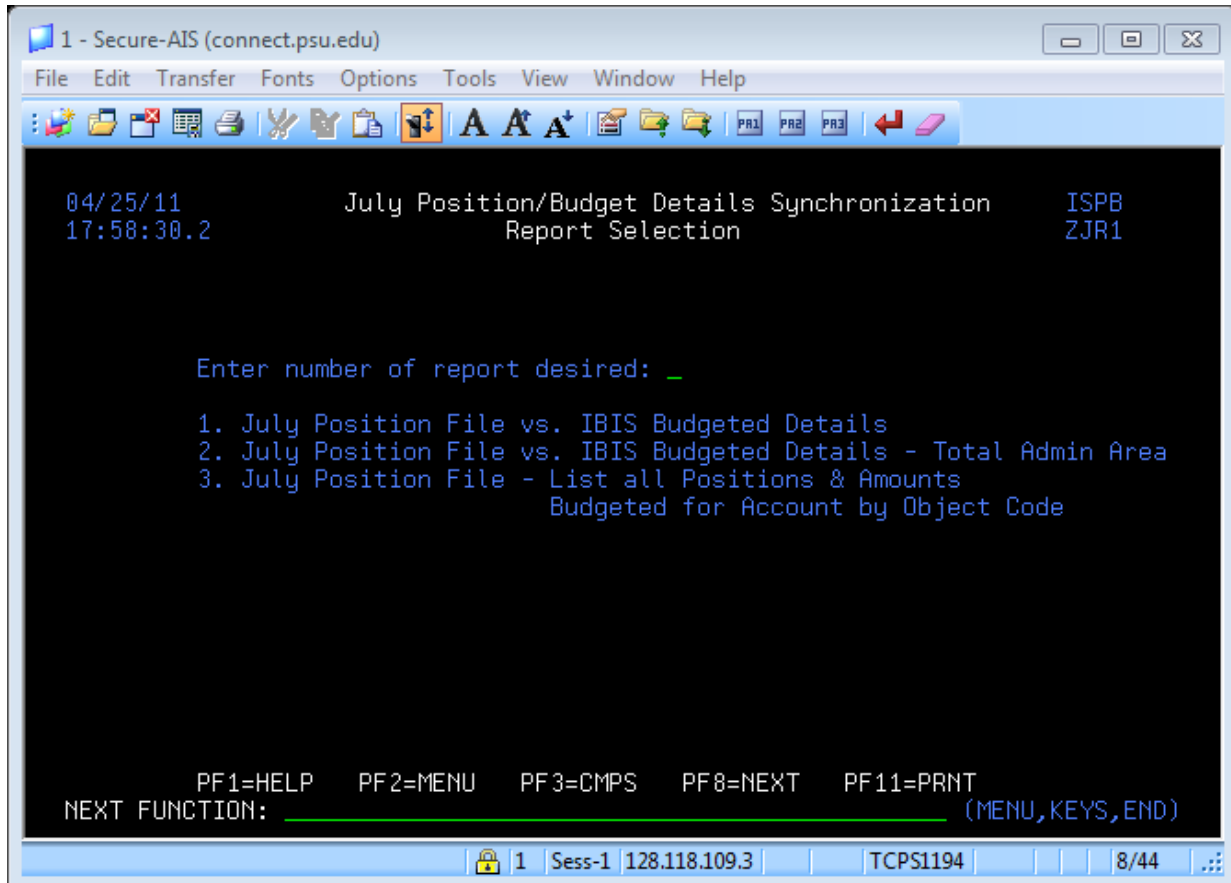


## ISPB (Inquiry for Position/BudDev Synchronization) 04/30/2011

The ISPB function is designed for Financial Officers (FO's) to inquire and check the balance between position file records for the end of July and IBIS for the Initial Operating Budget (IOB).

The ISPB function is available for current position data after the July payroll runs. If you invoke this function before July payroll runs, you will see a notice at the top of the screen to this effect.

### First Screen:



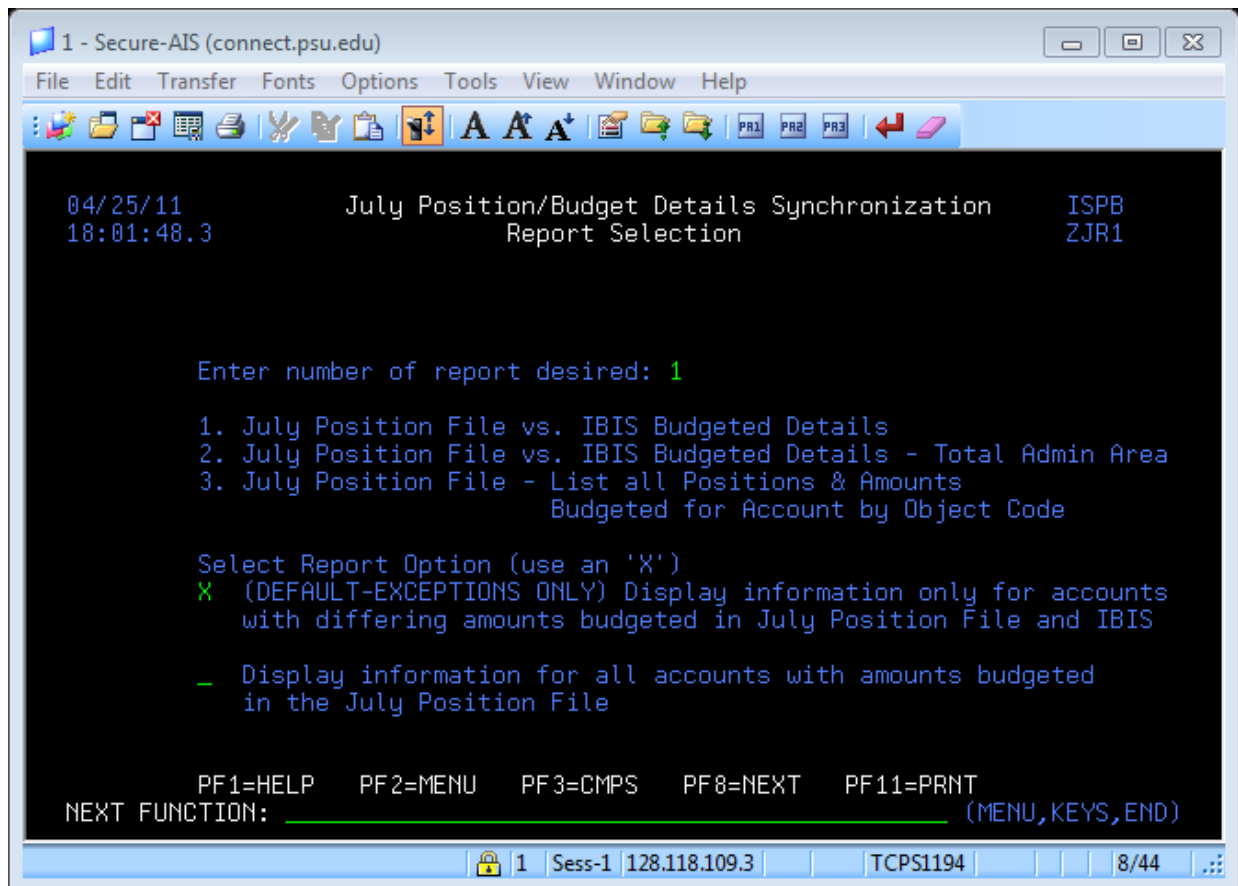
The screenshot shows a terminal window titled "1 - Secure-AIS (connect.psu.edu)". The window has a menu bar with "File", "Edit", "Transfer", "Fonts", "Options", "Tools", "View", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main terminal area has a black background with white text. At the top left, it shows the date and time: "04/25/11" and "17:58:30.2". In the center, it says "July Position/Budget Details Synchronization" and "Report Selection". On the right side, it shows "ISPB" and "ZJR1". Below this, it prompts "Enter number of report desired: \_". A list of three report options is displayed: "1. July Position File vs. IBIS Budgeted Details", "2. July Position File vs. IBIS Budgeted Details - Total Admin Area", and "3. July Position File - List all Positions & Amounts Budgeted for Account by Object Code". At the bottom of the terminal, it shows function key assignments: "PF1=HELP", "PF2=MENU", "PF3=CMPS", "PF8=NEXT", and "PF11=PRNT". Below these, it says "NEXT FUNCTION: \_\_\_\_\_ (MENU, KEYS, END)". At the very bottom of the window, there is a status bar with a lock icon, "1", "Sess-1", "128.118.109.3", "TCPS1194", and "8/44".

### Enter the number of report desired:

Enter 1, 2, or 3 for the type of report you would like:

- 1 – This report will compare the July position file to the Allocated Budget on IBIS by individual **account**.
- 2 – This report will compare the July position file to the Allocated Budget on IBIS by **Admin Area** (all accounts totaled).
- 3 – This report will list all **positions** and the **amounts budgeted** for them by **account** and **object code** on the July position file.

If you enter 1, the following options will be displayed:



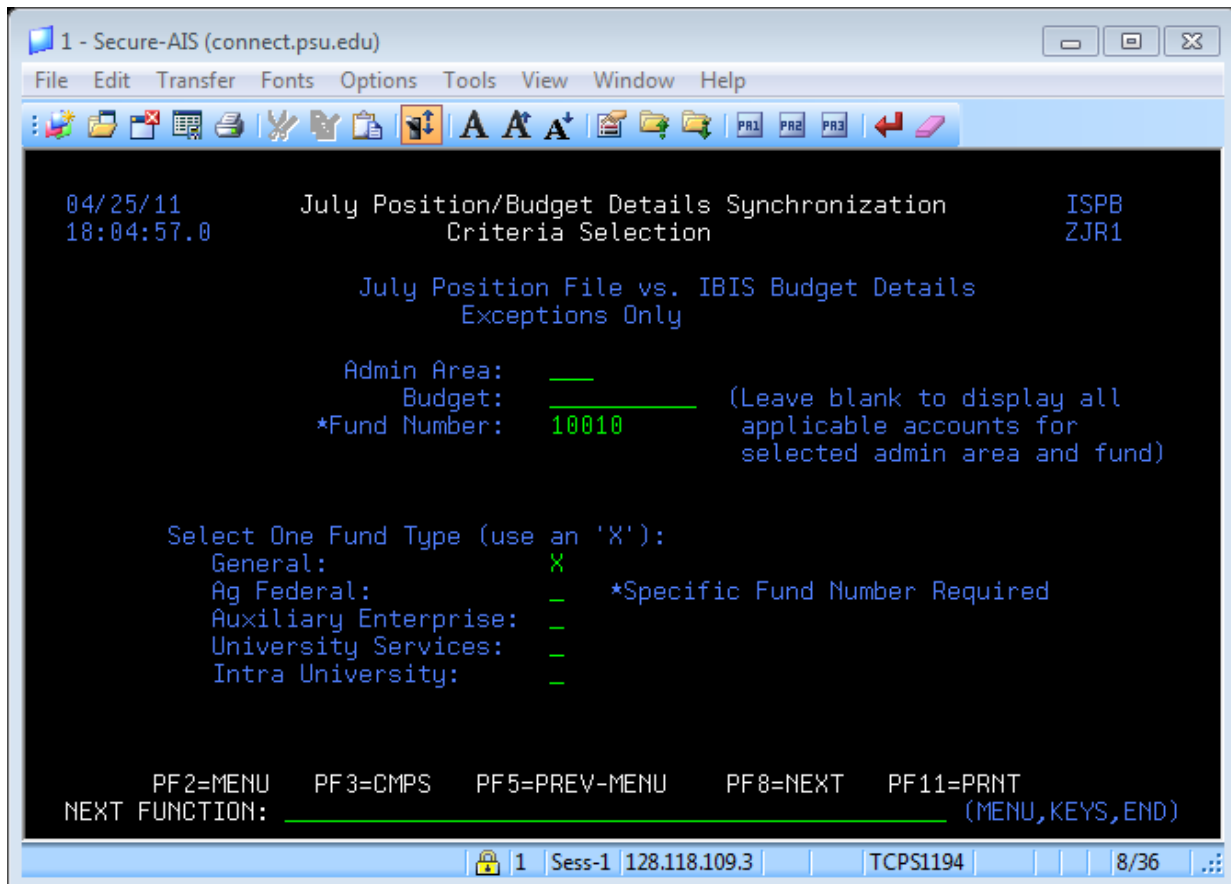
**Select Report option (use an 'X'):**

The default option (pre-selected) is to display exceptions only, or accounts with differing amounts budgeted on the July position file and the budget being built in IBIS.

The second option is to display information for all accounts with amounts budgeted in the July position file even if they are in balance with the budget being built in IBIS.

## Second Screen:

If you selected report option 1 or 2, you will see the following screen:



If you selected exceptions only (the default), the words “Exceptions Only” will be displayed under the title at the top of the screen.

### Admin Area:

Enter the admin area you wish to report on. *This is a required field.*

### Budget:

Enter the budget number if you wish to report on one budget, or leave blank to display all budgets for the admin area, fund number and fund type selected.

If you entered 2 on the previous screen (total admin area report), this field will not be visible.

### Fund Number:

The default fund number is 10010, but you may enter a different one if desired. *This is a required field.*

### Select One Fund Type (use an 'X'):

Only one fund type at a time may be selected. *This is a required field.*

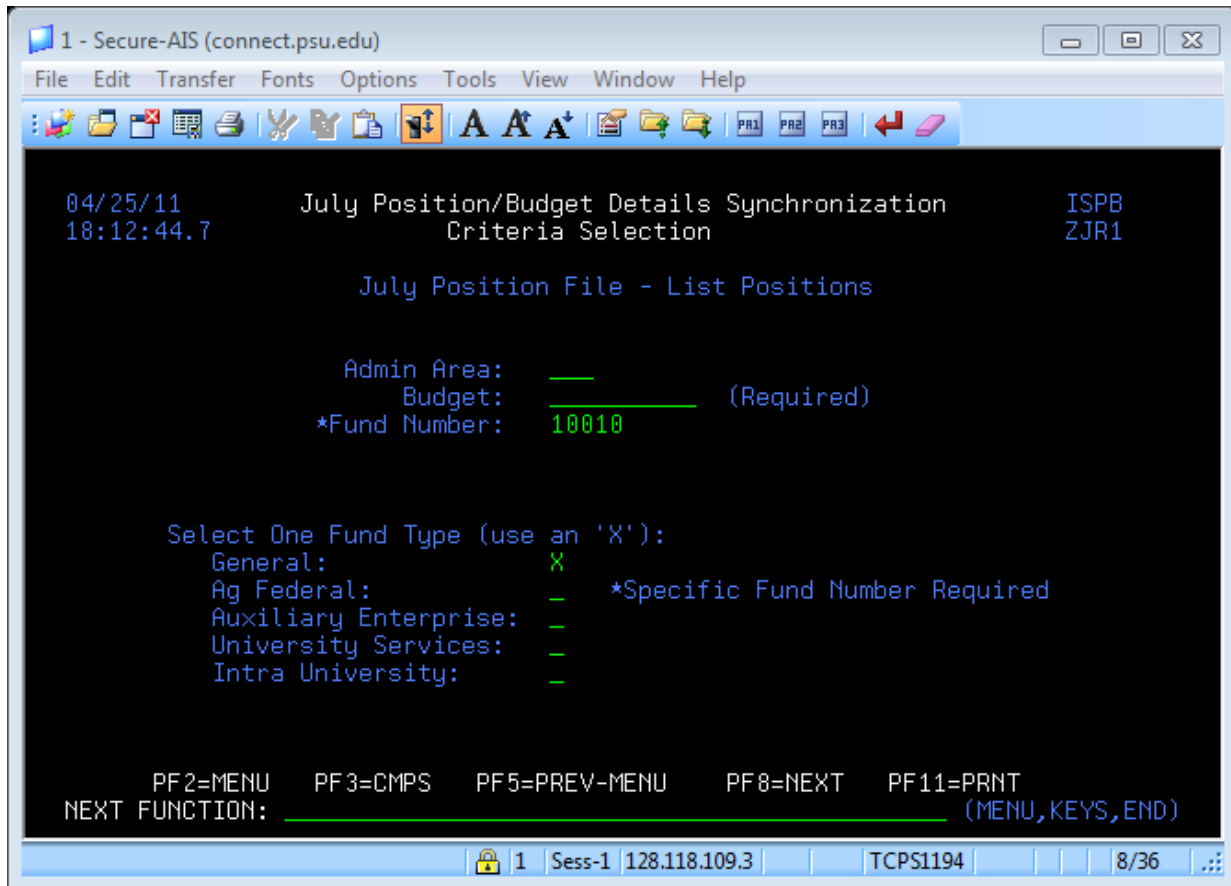
Note: Be sure the Fund Number corresponds to the Fund Type selected.

When checking Ag Federal Funds you must enter each individual fund number (example: 12120, 12180 etc.)

Press **PF8** to view the selected report (no entries are required on this screen).

Press **PF5** to go back to the previous menu.

If you selected report option 3, you will see the following screen:



**Admin Area:**

Enter the admin area you wish to report on. *This is a required field.*

**Budget:**

Enter the budget number you wish to report on. *For report 3, this is a required field.*

**Fund Number:**

The default fund number is 10010, but you may enter a different one if desired. *This is a required field.*

**Select One Fund Type (use an 'X'):**

Only one fund type at a time may be selected. *This is a required field.*

Note: Be sure the Fund Number corresponds to the Fund Type selected.

Press PF8 to view the selected report (no entries are required on this screen).

Press PF5 to go back to the previous menu.

### Third Screen (report):

Here is an example of the report if you selected report option 1:

```
04/25/11      July Position/Budget Details Synchronization      ISPB
18:25:06.0    July Position File vs. IBIS Budget Details        ZJR1
Admin Area: 004 Fund Type: GENERAL
Budget: 0200401 UP Fund: 10010
-----POSITION-----
Filled  Unfilled  Total      IBIS      DIFFERENCE
ADMR
ACAM      74,088    30,348    104,436   104,436
ACAD
ESTFF
NSTFF
Sub-Total 74,088    60,348    134,436   178,968   -44,532
TECH
Total      74,088    60,348    134,436   178,968   -44,532
FTM

PF2=MENU    PF3=CMPS    PF5=PREV-MENU    PF8=NEXT    PF11=PRNT
NEXT FUNCTION: (MENU, KEYS, END)
```

*Note: Data displayed is test data only.*

### Position Class:

The first column lists the position class types:

ADMR (Administrator)	ACAM (Academic Administrator)
ACAD (Academic)	ESTFF (Staff Exempt)
NSTFF (Staff Non-Exempt)	TECH (Technical Service)
FTM (Fixed Term Multi-Year)	

### Position Totals:

The second, third and fourth columns contain total amounts for filled, unfilled and total position records.

### IBIS:

The fifth column contains the permanent budget amounts from IBIS.

### Difference:

The sixth column contains the difference between the Total for the position records and IBIS.

Here is a sample of the report for the total admin area (report option 2):

04/25/11 July Position/Budget Details Synchronization ISPB  
 18:35:01.2 July Position File vs. IBIS Budget Details ZJR1  
 Admin Area: 004 Fund Type: GENERAL  
 Budget: Fund: 10010

	-----POSITION-----			IBIS	DIFFERENCE
	Filled	Unfilled	Total		
ADMR					
ACAM	807,624	336,636	1,144,260		1,144,260
ACAD	306,900	2,142,045	2,448,945	71,000	2,377,945
ESTFF	549,396	1,330,536	1,879,932	168,888	1,711,044
NSTFF	253,332	247,536	500,868	120	500,748
Sub-Total	1,917,252	4,056,753	5,974,005	240,008	5,733,997
TECH		93,351	93,351		93,351
Total	1,917,252	4,150,104	6,067,356	240,008	5,827,348
FTM					

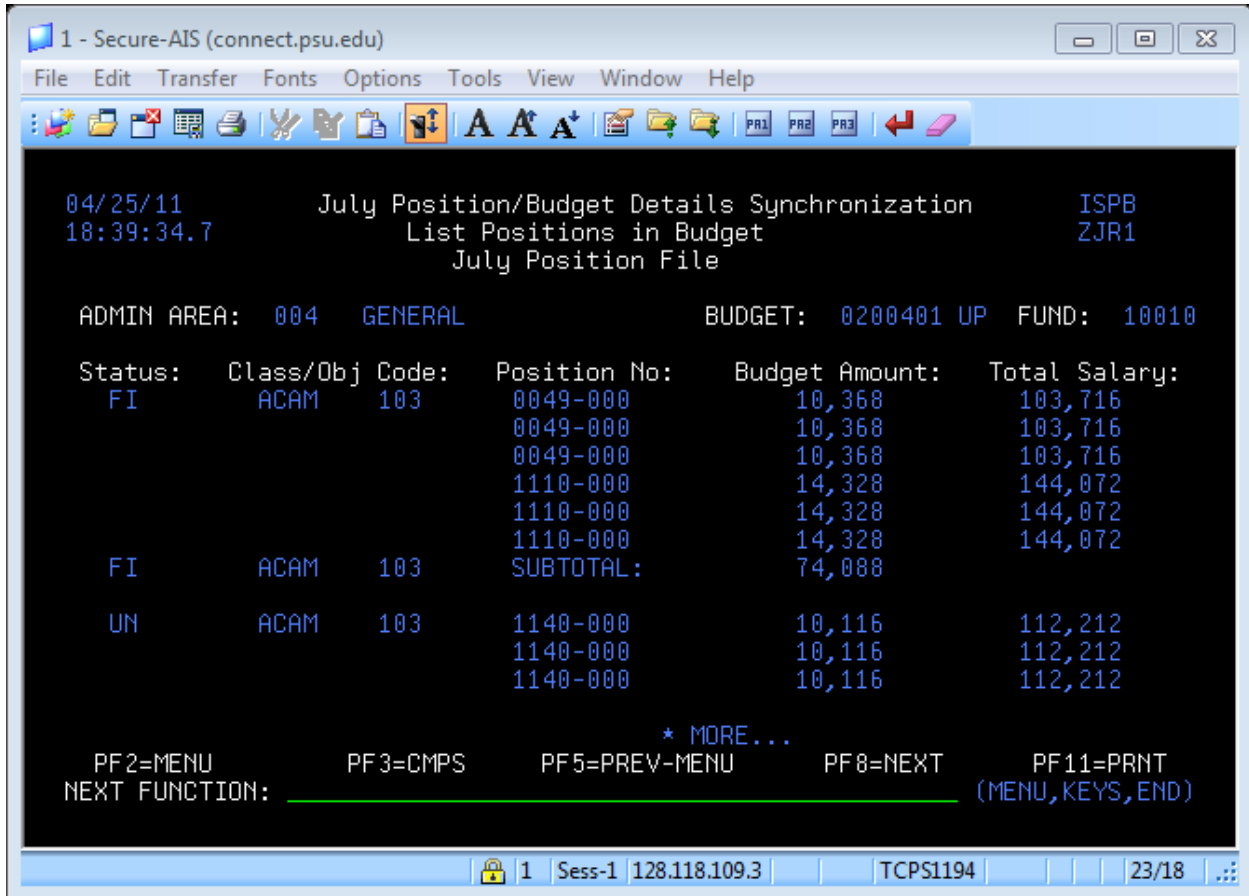
PF2=MENU PF3=CMPS PF5=PREV-MENU PF8=NEXT PF11=PRNT  
 NEXT FUNCTION: \_\_\_\_\_ (MENU,KEYS,END)

1 Sess-1 128.118.109.3 TCPS1194 24/18

*Note: Data displayed is test data only.*

All of the budgets for the selected admin area, fund type and fund number are totaled.

Here is a sample of the report for report option 3 (List positions):



04/25/11 18:39:34.7 July Position/Budget Details Synchronization  
List Positions in Budget  
July Position File

ADMIN AREA: 004 GENERAL BUDGET: 0200401 UP FUND: 10010

Status:	Class/Obj Code:	Position No:	Budget Amount:	Total Salary:
FI	ACAM 103	0049-000	10,368	103,716
		0049-000	10,368	103,716
		0049-000	10,368	103,716
		1110-000	14,328	144,072
		1110-000	14,328	144,072
		1110-000	14,328	144,072
FI	ACAM 103	SUBTOTAL:	74,088	
UN	ACAM 103	1140-000	10,116	112,212
		1140-000	10,116	112,212
		1140-000	10,116	112,212

\* MORE...  
PF2=MENU PF3=CMPS PF5=PREV-MENU PF8=NEXT PF11=PRNT  
NEXT FUNCTION: \_\_\_\_\_ (MENU, KEYS, END)

1 Sess-1 128.118.109.3 TCPS1194 23/18

*Note: Data displayed is test data only.*

**Status:**

The status of the position (FI = filled, UN=unfilled).

**Class/Obj Code:**

The class (see above) and the object code assigned to the position.

**Position No:**

The position number.

**Budget Amount:**

The amount budgeted for this position for this account on the July position file.

**Total Salary:**

The total salary (appointment) for this position for all accounts.