

OPERATING FUND (orgs 1xxxx) USERS ONLY - FWRMSBR

All other users will receive a blank report.

I am pleased to advise you effective September 30, 2014 the Monthly Salary Budget Report will be available via e-print to all operating fund users. The Monthly Salary Budget Report (FWRMSBR) is a salary report that includes both budget and actual salary information by individual/position for **operating orgs only** (orgs beginning with 1xxxx).

This budget report is an enhancement to the standard reports from Finance and Human Resources and will enable the user to view actual salary information together with salary budget information by position and person. As a pilot project this report was only available to select administrators but based on the positive feedback received, the report will now be available to all operating administrators.

INFORMATION TO HELP INTERPRET THE FWRMSBR:

Monthly Salary Budget Report (FWRMSBR in e-print)

This report shows monthly salary budget information and actual salary expense information from Payroll. The report is presented in order by five digit org (ex. 1xxxx), four digit account (ex. 6xxx) and six digit position number (ex. 9xxxxx) and by Banner ID.

This report does not provide all the detail found in the Payroll Hours and Fringe Benefit Report (H&FB) so won't replace it but may be useful to review salary expenses compared to budget information. There are a few notable differences between the two reports that you should be aware of:

	Monthly Salary Budget Report	Hours & Fringe Benefit Report
Orgn Codes	Operating (1xxxx only)	All orgns
Benefits	Doesn't include	Includes
Rounding	Rounded to dollars	Rounded to two decimal points
Earnings	Shows total earnings by month	Shows earnings by pay

The budget on the FWRMSBR should agree with the budget in the FWROFRU- Financial Report by Orgn Unit. Initially the salary budget details included in the budget submission populate this report. During the year when budgets are adjusted for changes such as salary incrementation, the FWRMSBR is also adjusted.

The actual salary expenses on the FWRMSBR should agree with the financial reports with the exception where there are occasional journal entries processed in Financial Services. These journal entries are not reflected in the FWRMSBR or the Hours and Fringe Benefit Report since they were not processed in the Payroll system.

Should you have questions about this report, please contact the Budget Office at finbud@dal.ca