

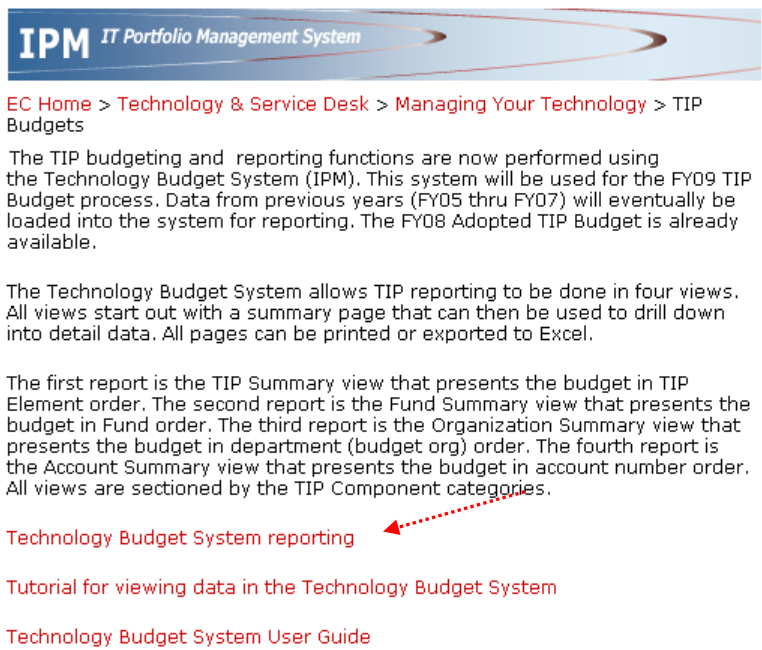
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### Reports through Employee Central

For non-ITS departments to view/print reports, access is through Employee Central. Select “Technology & Service Desk” on the Main Menu, “Managing Your Technology”, and then “Tip Budgets”.

**Figure 1**  
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**IPM IT Portfolio Management System**

[EC Home](#) > [Technology & Service Desk](#) > [Managing Your Technology](#) > [TIP Budgets](#)

The TIP budgeting and reporting functions are now performed using the Technology Budget System (IPM). This system will be used for the FY09 TIP Budget process. Data from previous years (FY05 thru FY07) will eventually be loaded into the system for reporting. The FY08 Adopted TIP Budget is already available.

The Technology Budget System allows TIP reporting to be done in four views. All views start out with a summary page that can then be used to drill down into detail data. All pages can be printed or exported to Excel.

The first report is the TIP Summary view that presents the budget in TIP Element order. The second report is the Fund Summary view that presents the budget in Fund order. The third report is the Organization Summary view that presents the budget in department (budget org) order. The fourth report is the Account Summary view that presents the budget in account number order. All views are sectioned by the TIP Component categories.

[Technology Budget System reporting](#)

[Tutorial for viewing data in the Technology Budget System](#)

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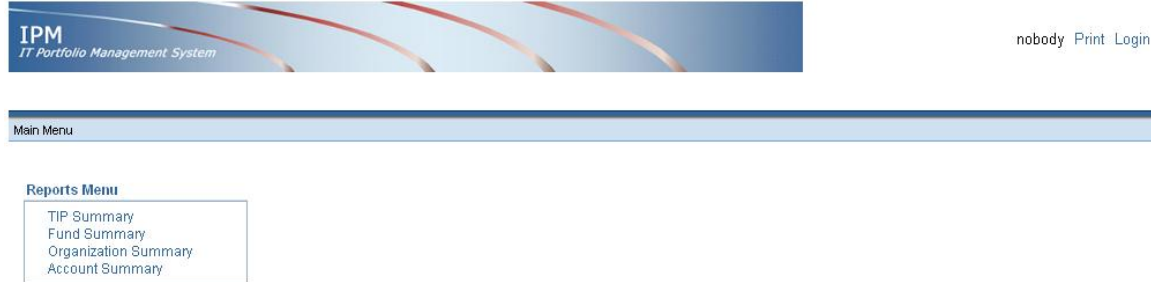
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**Request for Service (RFS)**

On this page, click on [Technology Budget System reporting](#) and then the report views are listed.

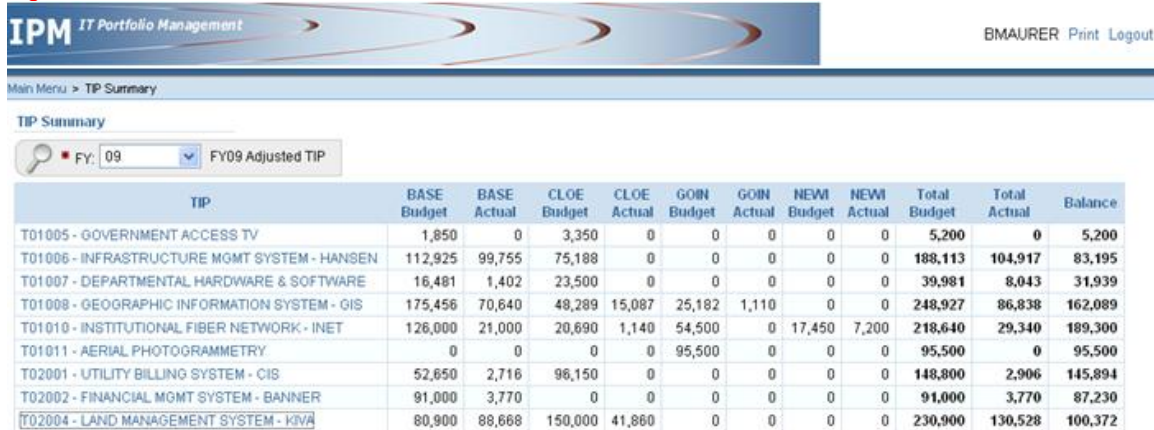
Figure 2



You may have to select the fiscal year from the drop down list. Then the selected summary will be displayed.

Each one of the Summaries displays a different view of the same data. Here is a copy of the TIP Summary view.

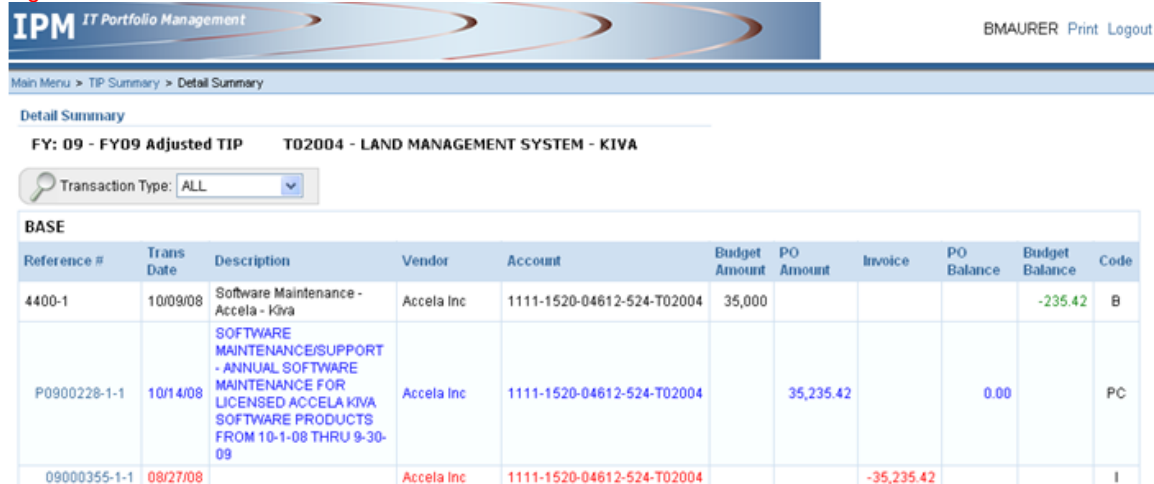
Figure 3



TIP	BASE Budget	BASE Actual	CLOE Budget	CLOE Actual	GOIN Budget	GOIN Actual	NEWI Budget	NEWI Actual	Total Budget	Total Actual	Balance
T01005 - GOVERNMENT ACCESS TV	1,850	0	3,350	0	0	0	0	0	5,200	0	5,200
T01006 - INFRASTRUCTURE MGMT SYSTEM - HANSEN	112,925	99,755	75,188	0	0	0	0	0	188,113	104,917	83,195
T01007 - DEPARTMENTAL HARDWARE & SOFTWARE	16,481	1,402	23,500	0	0	0	0	0	39,981	8,043	31,939
T01008 - GEOGRAPHIC INFORMATION SYSTEM - GIS	175,456	70,640	48,289	15,087	25,182	1,110	0	0	248,927	86,838	162,089
T01010 - INSTITUTIONAL FIBER NETWORK - INET	126,000	21,000	20,690	1,140	54,500	0	17,450	7,200	218,640	29,340	189,300
T01011 - AERIAL PHOTOGRAMMETRY	0	0	0	0	95,500	0	0	0	95,500	0	95,500
T02001 - UTILITY BILLING SYSTEM - CIS	52,650	2,716	96,150	0	0	0	0	0	148,800	2,906	145,894
T02002 - FINANCIAL MGMT SYSTEM - BANNER	91,000	3,770	0	0	0	0	0	0	91,000	3,770	87,230
T02004 - LAND MANAGEMENT SYSTEM - KIVA	80,900	88,668	150,000	41,860	0	0	0	0	230,900	130,528	100,372

You can get a more detailed view by clicking on a specific line. In this example by clicking on T02004, the following view would be displayed.

Figure 4



Reference #	Trans Date	Description	Vendor	Account	Budget Amount	PO Amount	Invoice	PO Balance	Budget Balance	Code
4400-1	10/09/08	Software Maintenance - Accela - Kiva	Accela Inc	1111-1520-04612-524-T02004	35,000				-235.42	B
P0900228-1-1	10/14/08	SOFTWARE MAINTENANCE/SUPPORT - ANNUAL SOFTWARE MAINTENANCE FOR LICENSED ACCELA KIVA SOFTWARE PRODUCTS FROM 10-1-08 THRU 9-30-09	Accela Inc	1111-1520-04612-524-T02004		35,235.42		0.00		PC
09000355-1-1	08/27/08		Accela Inc	1111-1520-04612-524-T02004			-35,235.42			I

Any of these reports and views can be exported to Excel where you can manipulate the data and prepare pie charts, etc. Use the [Export to Excel](#) link at the bottom of the view.

Also any of the reports can be saved as a PDF. Use the [View as PDF](#) link at the bottom of the view.

## Printing a Report

To print a report, click on the Print link in the upper right corner.

Figure 5



Then either use File, Print or Control P and set your preferences to use “Landscape, leave the original size as 8 1/2 by 11 and click “ok”. **You must click the Print link first or the report will not be formatted correctly.**

## Tutorial

A tutorial on how to view, export, or print budget reports from Employee Central is available.

On Employee Central, select “Technology & Service Desk” on the Main Menu, “Managing Your Technology”, and then “Tip Budgets”.

**Figure 6**

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[EC Home](#) > [Technology & Service Desk](#) > [Managing Your Technology](#) > [TIP Budgets](#)

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#### Request for Service (RFS)