



Table of Contents

Management Report Types	2
Sections of a Management Report (Activities and Projects)	3
Balance Sheet (Activities)	10
Balance Sheet (Projects)	11
Journal Detail (Activities and Projects)	12
Encumbrance Report (Activities and Projects)	13
Monthly Budget Variance Report (Activities)	15
Funds Available (Activities)	16
Payroll Earnings, Benefits, and Taxes (Activities and Projects)	17
Payroll Encumbrance Summary (Activities and Projects)	18



For easier navigation of this reference guide, click on a section within the Table of Contents.



See the *Accounting Basics* course and *Accounting Basics Key Terms* supplemental guide on the [Financial Services Training site](#) for accounting terminology.



Management Reports are a collection of financial reports that provide both a summary and detailed information for a specific Activity, Project, Fund, or Org for a specified period of time.



See the *Introduction to Management Reports* course on the [Financial Services Training site](#) for more information about each management report.

Management Report Types

Report Name	Description	Activity/Project
Summary of Revenue & Expense	Shows the revenue, expenses, encumbrances, and/or transfers for the fiscal year for the Activity through the end of the month specified.	Available for Activities, Orgs and Plant Funds only
Revenue & Expense by Budget Category	Shows the revenue, expenses, encumbrances, and/or transfers by Budget Category for the beginning of the Project through the end of month specified.	Available for Projects only
Balance Sheet	Shows the total assets, liabilities, and fund balance as of the end of the month specified.	Available for Activities, Orgs and Projects
Journal Detail	Shows all journals posted for the Accounting Period specified for the month specified.	Available for Activities, Orgs and Projects
Encumbrance Report	Shows the status of all open encumbrances as of the current date and is only available for the current month that it is open.	Available for Activities and Projects
Monthly Budget Variance Report	Shows budget, actual revenue and expense, and the budget variance for both the current month and fiscal year-to-date.	Available for Activities and Orgs in BU 02 only
Funds Available	Shows the cash available for an Activity as of the current month, or the date the report is run.	Available for Activities in BU 01 only
Payroll Earnings, Benefits, and Taxes (Monthly and FYTD)	Shows employee earnings, benefits, and taxes by month or fiscal year-to-date.	Available for Activities and Projects
Payroll Encumbrance Summary	Shows all employees being paid from the Activity/Project.	Available for Activities and Projects



Access to the payroll-related reports requires additional security rights. To gain access, complete this [Security Authorization](#) form.

Additionally, other department representatives/delegates can request access to managements reports for specific Activities/Projects with this [Security Authorization](#) form.



Sections of a Management Report (Activities and Projects)

The screenshot shows the Management Reports application interface. At the top, there is a navigation bar with a magnifying glass icon, a search bar, and buttons for 'Run', 'PDF', and 'Logout'. Below this is a header section with a title and summary information. The main body of the report is a table with columns for Description, Budget, Month Rev/Exp, FYTD Rev/Exp, Encumbered, and Budget Balance. The table lists various categories such as 'TOTAL TRANSFERS IN', 'TOTAL PERSONAL SERVICES', and 'TOTAL NONPERSONAL SERVICES'. At the bottom, there is a footer section with contact information for Karl Forward.

- A Criteria Frame:** This section is the same for all reports types. Use buttons and drop downs in this section to update report criteria and navigate between reports. See next page for a description of each field located in this section.
- B Criteria Header:** This section includes information about the Activity/Project. See next page for a description of each field located in this section.
- C Report Section:** This section displays the requested report information and will update depending on the report that's selected in the *Report* drop down.
- D Comments and Cognizant Accountant:** Some Activities/Projects may have a Comments section, which includes relevant information about the Activity/Project. All reports include contact information for the cognizant accountant, which is the individual in Financial Services that can answer questions about information found in the report.



See the [Accessing Management Reports for Activities and Projects](#) video on the [Financial Services Training site](#) for steps to access the Management Report application and enter report criteria for Activities and Projects.



Red hyperlinks located in the Criteria Frame and Criteria Header will open a new window to provide additional info pertinent to the data selected (e.g., clicking on the word "Activity" will open the *Activity Lookup*).

Blue hyperlinks located in the Report section can be clicked to see additional details about the transaction. Depending on the link, a different report may open.

Continued on next page



Sections of a Management Report (Activities and Projects) Continued

Criteria Frame



- A** **“EOR” button:** when clicked, this opens the Evidence of Review (EOR) application for the Activity/Project.
- B** **“Criteria Page” hyperlink:** when clicked, this takes you back to Criteria Page.
- C** **Activity/Project number:** lists the current Activity/Project number. You can change the Activity/Project number and click the “Run” button to update the report for the new Activity/Project.
- D** **Acctg Per:** the accounting period (month and year) that was selected on the Criteria Page. The accounting period can be changed from here by using the arrows or the drop downs. Click “Run” button to update the date.



The current accounting period is the default. Note that after a new accounting period begins, there is a transition period (approx. 1 week) that the default will be the previous accounting month. Always double check the month and year of the accounting period to ensure the management report matches the desired month and year of the report.

- E** **“Report” drop down:** lists the current report and can be used to navigate between reports. Click “Run” button to update the report type.
- F** **“Run” button:** when updating report criteria, such as Activity/Project number, accounting period, or report type, click this button to run a new report with the updated criteria.
- G** **Download to Excel button:** when clicked, the report will be downloaded to an Excel format. This option may be helpful if further manipulation of the report data is needed.
- H** **“PDF” button:** when clicked, a new window will open to select Activities/Projects you have access to view. When the “Run Reports” button is clicked, a PDF of the Balance Sheet, Journal Detail, and Summary of Revenue and Expense/Summary of Revenue and Expense by Budget Category for the selected Activity/Project will be emailed to you.
- I** **Question mark:** click to see additional information about management reports.
- J** **User name:** first and last name of the current user logged in.
- K** **“Logout” button:** click here to log out.

Continued on next page



Sections of a Management Report (Activities and Projects) Continued

Criteria Header (for Activities and Projects)

- A Number and Name:** Activity/Project number and the corresponding Activity/Project name.
- B Report name and date:** name of the current report and the last day of the selected Accounting Period.
- C Business Unit, Orgid, Fund:** Business Unit, OrgID, and Fund for the Activity/Project.
- D Responsible Person:** Account Executive (AE)/Principal Investigator (PI) for the Activity/Project. Click on the name to view a list of other Activities/Projects that this person is involved with.
- E “EOR-AE” button:** when clicked, a new tab opens the Evidence of Review page for all of the Responsible Person’s Activities/Projects.
- F EOR Status:** indicates whether the Evidence of Review has been completed for the month. If completed, it will say “Electronically Reviewed”. Otherwise, the status will be blank.
- G Run Date:** date and time the report was ran.

Criteria Header (for Activities only)

- H Status:** indicates whether the Activity is *Active* or *Inactive*.

Criteria Header (for Projects only)

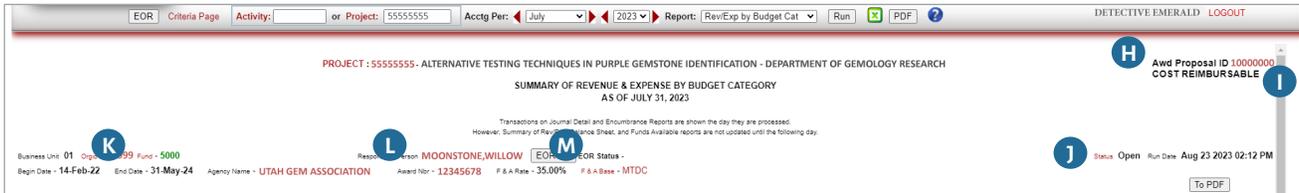
- H Awd Proposal ID:** when clicked, the *Project Lookup* will open. It will show all Projects under the Proposal ID.
- I Project Type:** indicates the type of Project. There are two common types: *Cost Reimbursable* and *Fixed Price*.
 - Cost Reimbursable:** we are awarded a budget and we spend against that budget. *We can only bill for actual costs posted to the budget.
 - Fixed Price:** there are two types, those on a payment schedule and those that are patient-milestone. For those that are on a payment schedule, we will get the full budget. For those that are patient-milestone based, we will be reimbursed for the number of patients that participated.

Continued on next page



Sections of a Management Report (Activities and Projects) Continued

Criteria Header (for Projects only)



H Awd Proposal ID: when clicked, the *Project Lookup* will open. It will show all Projects under the Proposal ID.

I Project Type: indicates the type of Project. There are two common types: *Cost Reimbursable* and *Fixed Price*.

Cost Reimbursable: we are awarded a budget and we spend against that budget. *We can only bill for actual costs posted to the budget.

Fixed Price: there are two types, those on a payment schedule and those that are patient-milestone. For those that are on a payment schedule, we will get the full budget. For those that are patient-milestone based, we will be reimbursed for the number of patients that participated.

J Status: indicates status of Project. The possible statuses include:

Prior to Open: Project has been set up; salary encumbrances and budgets can be created.

Open: Project Chartfield is active; all financial transactions can be executed on the project.

Hold: No spending on Project (very limited use).

Ended: Limited spending (e.g., no new encumbrances or P-Card reallocations). Projects are systematically closed on the Project *End Date*.

Closed: Cuts off spending as of closed date.

Final: Project closed; Chartfield is inactive.

K Begin Date and End Date: dates of when funding period starts and ends.

L Agency Name and Award Nbr: agency providing the funding and their award number.

M F&A Rate and F&A Base: F&A, short for facilities and administrative, are indirect costs, sometimes referred to as “overhead” costs. The F&A Base describes the method of how the F&A rate (percentage) is calculated.



MTDC – Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.



Always double check that the F&A listed on the management report matches what was provided by the funding agency.

Continued on next page



Summary of Revenue & Expense (Activities)

The Summary of Revenue and Expense report shows the revenue, expenses, encumbrances, and/or transfers for the fiscal year through the end of the month specified. Additionally, other management reports can be accessed by clicking on the various blue hyperlinks.

Report Columns:

A	B	C	D	E	F	G
Account	Description	Budget	Month Rev/Exp	FYTD Rev/Exp	Encumbered	Budget Balance
49020	NONMAN TRF IN/DESIG AUX OR HO	153,724.75	0.00	0.00	0.00	153,724.75
** TOTAL TRANSFERS IN		153,724.75	0.00	0.00	0.00	153,724.75
50800	OTHER SALARIES	78,211.25	68,950.40	68,950.40	708,879.19	-600,238.31
53200	HOURLY	1,325.00	0.00	0.00	0.00	1,325.00
53028	HOURLY - ENCUMBERED	0.00	5,779.54	5,779.54	87,389.82	-73,147.82
53228	CLERICAL & ADMIN HOURLY/ENCLM	28,132.91	12,180.01	12,180.01	138,822.00	-128,887.10
96000	EMPLOYEE BENEFITS	48,504.83	37,309.93	37,309.93	342,058.88	-284,244.98
** TOTAL PERSONAL SERVICES		181,173.99	123,839.48	123,839.48	1,308,408.48	-1,278,070.98
60000	TRAVEL/DOMESTIC, OUT-OF-STATE	288.83	288.83	0.00	0.00	288.83
62500	OFFICE SUPPLIES	988.88	1,822.82	1,822.82	4,481.99	-5,347.83

- A Account:** account numbers that separate the types of revenues and expenses that have a similar purpose. *To see a list of all account codes, select the red “Account” hyperlink.*
- B Description:** generally, provides the purpose of the Account number.
- C Budget:** total current budget, which includes the original budget and any revisions to the budget during the year. *NOTE: depending on the department, the budget may be dispersed over the fiscal year, such as monthly or quarterly, or as expenses are incurred.*
- D Month Rev/Exp (Month Revenue & Expenses):** total revenue, expenses, and/or transfers for the Accounting Period specified. Clicking on a hyperlink within this column will open up the Journal Detail for the account, allowing you to view additional information.



There may be a discrepancy between expenses on the *Journal Detail* report and those on the *Summary of Revenue and Expense* report because the *Journal Detail* processes a day before the *Summary of Revenue and Expense*.

- E FYTD Rev/Exp (Fiscal Year Revenue & Expenses):** total revenue, expenses, and/or transfers for the fiscal year of the Accounting Period specified.
- F Encumbered:** remaining balance of encumbrances, such as purchase orders or payroll, as of the Accounting Period specified. This may include current encumbrances. Clicking on a hyperlink within this column will provide more information.
- G Budget Balance:** balance of the *Budget* minus the *FYTD Rev/Exp* and *Encumbered* amounts. For Orgs, this is the balance of Budget minus FYTD Rev/Exp.

Report Rows:

May include totals for **Revenue, Transfers In, Personal Services, Non-personal Services, Expenses, and Net Revenue, Expenses, & Transfers.**



Revenue & Expense by Budget Category (Projects)

The Revenue and Expense by Budget Category report shows the revenue, expenses, encumbrances, and/or transfers by Budget Category for the beginning of the Project through the end of month selected in the Accounting Period. Additionally, other management reports can be accessed by clicking on various blue hyperlinks.

Report Columns:

A Account	B Description	C Budget	D Month Rev/Exp	E FYTD Rev/Exp	F PTD Rev/Exp	G Encumbered	H Budget Balance
40103	CONTRACTS AND GRANTS-STATE	0.00	411.37	411.37	6,702.28	0.00	-6,702.28
	***TOTAL Revenue	0.00	411.37	411.37	6,702.28	0.00	-6,702.28
	***TOTAL Revenue & Transfers In	0.00	411.37	411.37	6,702.28	0.00	-6,702.28
5000B	OTHER SALARIES	18,850.00	0.00	0.00	0.00	0.00	14,090.00
53000	HOURLY	0.00	280.00	280.00	4,864.64	0.00	0.00
	Other Salaries	18,850.00	280.00	280.00	4,864.64	0.00	14,090.00
59000	EMPLOYEE BENEFITS	0.00	24.72	24.72	484.64	0.00	0.00
5900B	EMPLOYEE BENEFITS	1,865.00	0.00	0.00	0.00	0.00	0.00
	Employee Benefits	1,865.00	24.72	24.72	484.64	0.00	1,460.36
	***TOTAL Personal Services	20,915.00	304.72	304.72	4,964.64	0.00	15,550.36
	***TOTAL Direct Expenses	20,915.00	304.72	304.72	4,964.64	0.00	15,550.36
59600	FAC. & ADMIN. COSTS-FUND 5000	0.00	106.65	106.65	1,737.64	0.00	0.00
5990B	FACILITIES AND ADMIN EXPENSES	7,180.00	0.00	0.00	0.00	0.00	5,442.36
	Facilities and Admin Expenses	7,180.00	106.65	106.65	1,737.64	0.00	5,442.36
	***TOTAL Direct Expenses, Trf Out, P&A	27,695.00	411.37	411.37	6,702.28	0.00	20,992.72

A Account: account numbers that separate the types of revenues and expenses that have a similar purpose. *To see a list of all account codes, select the red “Account” hyperlink.*



If an Account number appears with a “B” at the end, you can click on the hyperlink to open a table of all Budget Categories, which includes a roll up of all Accounts within the Budget Category. Accounts that end with a “B” aren’t expenditures and won’t have transactions.

B Description: generally, provides the purpose of the Account number.

C Budget: total current budget, which includes the original budget and any revisions to the budget during the year. *NOTE: depending on the department, the budget may be dispersed over the fiscal year, such as monthly or quarterly, or as expenses are incurred.*

D Month Rev/Exp (Month Revenue & Expenses): total revenue, expenses, and/or transfers for the Accounting Period specified. Clicking on a hyperlink within this column will open up the Journal Detail for the account, allowing you to view additional information.



There may be a discrepancy between expenses on the *Journal Detail* report and those on the *Revenue and Expense by Budget Category* report because the *Journal Detail* processes a day before the *Revenue and Expense by Budget Category*.

E FYTD Rev/Exp (Fiscal Year Revenue & Expenses): total revenue, expenses, and/or transfers for the fiscal year of the Accounting Period specified.

Continued on next page



Revenue & Expense by Budget Category (Projects) Continued

Report Columns and Over/Under Committed or Over/Under Spent Section:

A	B	C	D	E	F	G	H
Account	Description	Budget	Month Rev/Exp	FYTD Rev/Exp	PTD Rev/Exp	Encumbered	Budget Balance
40103	CONTRACTS AND GRANTS-STATE	0.00	411.37	411.37	6,702.28	0.00	-6,702.28
	***TOTAL Revenue	0.00	411.37	411.37	6,702.28	0.00	-6,702.28
5000B	OTHER SALARIES	18,650.00	0.00	0.00	0.00	0.00	14,090.00
53000	HOURLY	0.00	280.00	280.00	4,560.00	0.00	0.00
	Other Salaries	18,650.00	280.00	280.00	4,560.00	0.00	14,090.00
50000	EMPLOYEE BENEFITS	0.00	24.72	24.72	404.64	0.00	1,480.36
5000B	EMPLOYEE BENEFITS	1,865.00	0.00	0.00	0.00	0.00	15,990.36
	Employee Benefits	1,865.00	24.72	24.72	404.64	0.00	1,480.36
	FYTD Personal Services	20,515.00	304.72	304.72	4,964.64	0.00	15,990.36
	***TOTAL Direct Expenses	20,515.00	304.72	304.72	4,964.64	0.00	15,990.36
80000	FAC. & ADMIN. COSTS-FUND 5000	0.00	106.65	106.65	1,737.64	0.00	5,442.36
8900B	FACILITIES AND ADMIN EXPENSES	7,180.00	0.00	0.00	0.00	0.00	0.00
	Facilities and Admin Expenses	7,180.00	106.65	106.65	1,737.64	0.00	5,442.36
	***TOTAL Direct Expenses, Trf Out, FAA	27,695.00	411.37	411.37	6,702.28	0.00	20,992.72

F **PTD Rev/Exp (Project to Date Revenue and Expenses):** total revenue, expenses, and/or transfers since the Project start date (Begin Date) through the Accounting Period specified.



Clicking on hyperlinks located in either the *FYTD Rev/Exp* or *PTD Rev/Exp* column will open up the Journal Detail search criteria window with information pertaining to the link automatically filled in. By clicking “Run Report”, you will view a report that shows all journal lines for that Chartfield string for the accounting periods specified. Exit the window to return to the Revenue & Expense by Budget Category report.

G **Encumbered:** remaining balance of encumbrances, such as purchase orders or payroll, as of the Accounting Period specified. This may include current encumbrances. Clicking on a hyperlink within this column will provide more information.

H **Budget Balance:** balance of the *Budget* minus the *FYTD Rev/Exp* and *Encumbered* amounts.



When determining your unobligated balance, look at the Total Direct Expenses, Transfers Out, F&A amount in the bottom right-hand corner to factor in F&A costs. If you have any questions about this, contact the cognizant accountant listed at the bottom of the report.

I **Over/Under Committed or Over/Under Spent section:** for Cost-Reimbursable projects, text will be visible if the specific Project is either over committed/over spent or under committed/under spent.



If over committed or over spent, review the Personal Services and Non-Personal Services categories in more detail to determine the reason for the overages. If the project is Fixed Price, there won't be an alert if a project is over committed or over spent. For Fixed Price, compare actual cash received to expenses NOT budget to expenses.

Report Rows:

May include totals for **Revenue, Transfers In, Revenue and Transfers In, Personal Services, Direct Expenses, Transfers Out, and Direct Expenses, Transfers Out, and F&A**



Balance Sheet (Activities)

The purpose of the Balance Sheet is to make sure the total assets equal the total liabilities and fund balance.

Report Columns:

ACTIVITY: 56789 - DEPARTMENT OF GEMOLOGY
BALANCE SHEET
JUNE 30, 2023

Transactions on Journal Detail and Encumbrance Reports are shown the day they are processed.
However, Summary of Review, Balance Sheet, and Funds Available reports are not updated until the following day.

Business Unit: 01 Orgid: 09999 Fund: 2000 Responsible Person: AMETHYST, COSMOS EOR: AE EOR Status: Electronically Reviewed Status: Active Run Date: Aug 25 2023 03:31 PM

Account	Description	Beginning Balance	Changes	Ending Balance
10000	CLAIM ON CASH	59,890.72	69,354.92	129,045.64
	*TOTAL ASSETS	59,890.72	69,354.92	129,045.64
20000	AP VOUCHERS PAYABLE	0.00	-13,316.37	-13,316.37
	*TOTAL LIABILITIES	0.00	-13,316.37	-13,316.37
30000	FUND BALANCE	-59,890.72	-53,039.55	-112,730.27
	*TOTAL FUND BALANCE	-59,890.72	-53,039.55	-112,730.27

If you have questions regarding the content of this report, please contact Kari Forward at 555-5555 or kari.forward@admin.utah.edu.

A Account: account numbers that separate the types of balance sheet accounts. *To see a list of all account codes, select the red “Account” hyperlink.*

B Description: generally, provides the purpose of the Account number.



A common description on the Balance Sheet is “Claim on Cash”. “Claim on Cash” is the university’s actual cash that has been allocated to the Activity or Project. If there are no other assets or liabilities, Claim on Cash equals the Fund Balance.

C Beginning Balance: balance as of the beginning of the Accounting Period specified.

D Changes: total changes for the Accounting Period specified. If you click on a blue hyperlink in this column, you can click on “run” to see the Journal Detail report to view more information about the account specified.

E Ending Balance: balance as of the end of the Accounting Period specified.



Balance Sheet (Projects)

The purpose of the Balance sheet is to understand a Project's cash position.

Report Columns:

A	B	C	D	E
Account	Description	Beginning Balance	Changes	Ending Balance
10500	CLAIM ON CASH	-195,407.35	-14,889.86	-190,297.03
16300	C&G ACCTS REC - BILLED	100,396.12	0.00	100,396.12
	*TOTAL ASSETS	-65,011.23	-14,889.86	-79,901.91
20099	AP VOUCHERS PAYABLE	-1,862.75	1,862.75	0.00
	*TOTAL LIABILITIES	-1,862.75	1,862.75	0.00
30000	FUND BALANCE	66,873.90	13,226.92	79,900.91
	*TOTAL FUND BALANCE	66,873.90	13,226.92	79,900.91

- A Account:** account numbers that separate the types of balance sheet accounts that have a similar purpose. *To see a list of all account codes, select the red “Account” hyperlink.*
- B Description:** generally, provides the purpose of the Account number.



A common description on the Balance Sheet is “Claim on Cash”. “Claim on Cash” is the university’s actual cash that has been allocated to the Activity or Project. If there are no other assets or liabilities, Claim on Cash equals the Fund Balance.



You will notice other Account numbers listed, such as *C&G Accts Rec - Billed* and *C&G Accts Rec -Unbilled*. See the [Grants and Contracts web page](#) for more details about how those are calculated.

- C Beginning Balance:** balance as of the beginning of the Accounting Period specified.
- D Changes:** total changes for the Accounting Period specified. If you click on a blue hyperlink in this column, you can click on “run” to see the Journal Detail report to view more information about the account specified.
- E Ending Balance:** balance as of the end of the Accounting Period specified.



Note that the Accounting Period for Projects must be closed and all items listed in the *Ending Balance* column must equal zero before a Project can be finalized.



Journal Detail (Activities and Projects)

The Journal Detail report shows all journals posted for the Accounting Period specified.

Navigation to this report can be done multiple ways through Management Reports:

1. Through the Summary of Revenue and Expense (Activities) or Revenue and Expense by Budget Category (Projects) report by clicking on any blue hyperlinked expense in the *Month Rev/Exp* column
2. Through the Balance Sheet by clicking on a blue hyperlinked amount in the *Changes* column
3. By selecting the “Journal Detail” from the *Report* drop-down within a management report
4. By selecting the “Journal Detail” from the Criteria Page

Report Columns and Hyperlinks:

PROJECT : 55555555 - ALTERNATIVE TESTING TECHNIQUES IN PURPLE GEMSTONE IDENTIFICATION - GEMOLOGY
 Awd Proposal ID: 1.0000000
 FIXED PRICE

JOURNAL DETAIL FOR ACCOUNT 62600
 FOR THE MONTH OF JUNE 2023

Transactions on Journal Detail and Encumbrance Reports are shown the day they are processed.
 However, Summary of Rev/Exp, Balance Sheet, and Funds Available reports are not updated until the following day.

Business Unit: 01 Crgt - 09999 Fund - 5000
 Responsible Person: MOONSTONE, W EOR-AE EOR Status - Electronically Reviewed
 Begin Date - 01-Aug-22 End - Dec-23 Agency Name - UTAH GEM ASSOCIATION Award Nbr - 12345678 F & A P - 50% F & A Base - MITDC Status - Open Run Date - Sep 18 2023 10:01 AM

Account	Journal ID	Journal Date	Date & Time Posted	Line Reference	View Doc	Src	Orgid	A/U	Transaction Description	Transaction Amounts	
										Budget	Actual
62600	AP0708055	01-Jun-23	02-Jun-23 03:31 PM	V0701145		AP	09999		U000433318 MEDLINE INDUSTRIES INC *CONSOLIDATED*	0.00	70.34
62600	AP0708076	02-Jun-23	05-Jun-23 09:34 AM	V0702023		AP	09999		U000432028 WORLD PRECISION INSTRUMENTS INC *CONSOLIDATED*	0.00	77.58
62600	AP0708104	15-Jun-23	16-Jun-23 12:00 PM	V0707633		AP	09999		U000433506 ELECTRON MICROSCOPY SCIENCES *CONSOLIDATED*	0.00	413.49
62600	AP0708438	28-Jun-23	29-Jun-23 12:03 PM	V0802062		AP	09999		U000437168 WESTERN MICROBIOLOGICAL LLC *CONSOLIDATED*	0.00	132.50
62600	EJ0058056	01-Jun-23	02-Jun-23 09:24 PM			EJD	09999		INV-1441 UofU/Neutral Interface	0.00	78.21
62600	SE0580080	01-Jun-23	05-Jun-23 11:00 AM			PC	09999		CA487ES/UTURES.COM	0.00	126.00
62600	SE0580001	30-Jun-23	03-Jul-23 10:23 AM	938350		SR	09999		CYLINDER DEGRADE	0.00	34.80
*TOTAL 62600 LAB AND TECHNICAL SUPPLIES										0.00	932.92

- A Account:** account numbers that separate the types of revenue and expenses that have a similar purpose. *To see a list of all account codes, select the red “Account” hyperlink.*
- B Journal ID Red Header:** clicking on the word “Journal ID” will open a Journal ID Reference page. Note that you can click on any of the red hyperlinked headers to open a new window to provide additional info pertinent to the data selected.
- C Journal ID Blue Hyperlink:** click on the blue Journal ID hyperlink to view more information about the journal. A new window will appear with auto filled criteria. Click “Run” to see all the lines for the journal.
- D Line Reference Links:** if the value is either a voucher or a purchase order, clicking on the link will take you to either the *Voucher Summary Information* or *Purchase Order Information Detail* page within *Voucher Lookup* or *PO Lookup*, respectively.
- E View Doc:** if support documentation has been scanned, an icon (most commonly a spyglass or UShop icon) will appear on the journal line. If the document is not available, a form appears on the “Document Not Found” screen that will submit that information to the Accounts Payable team.
- F Src:** source of the document. Hover over the green hyperlink to see the origin of the document. Click on the red column title to see a list of all sources.



Encumbrance Report (Activities and Projects)

The Encumbrance Report shows the status of all open encumbrances as of the current date and is only available for the current month that it is open.

Navigation to this report can be done multiple ways through Management Reports:

1. Through the Summary of Revenue and Expense (Activities) or Revenue and Expense by Budget Category (Projects) report by clicking on any blue hyperlinked expense in the *Encumbered* column.
*Note that this method will only show expenses with pending purchase orders and does not include payroll encumbered expenses.
2. By selecting the “Encumbrance Report” from the *Report* drop-down within a management report
3. By selecting the “Encumbrance Report” from the Criteria Page

Report Columns and Hyperlinks:

Account	Date Created	Last Updated	Reference	OrgID	Transaction Description	Encumbrance Amounts		Close Date / Action
						Original	Current	
80200	Jan - 2023	Jul - 2023		00053	FACULTY SALARIES	0.00	11,319.23	
*TOTAL 80200 FACULTY SALARIES						0.00	11,319.23	
80800	Jan - 2023	Jul - 2023		00053	OTHER SALARIES	0.00	8,095.95	
*TOTAL 80800 OTHER SALARIES						0.00	8,095.95	
90000	Jan - 2023	Jul - 2023		00053	EMPLOYEE BENEFITS	0.00	2,507.73	
*TOTAL 90000 EMPLOYEE BENEFITS						0.00	2,507.73	
88200	Apr - 2023	May - 2023	U00043328	00053	CHARLES RIVER LABORATORIES INC	1,058.00	142.48	Close PO
88200	May - 2023	Jun - 2023	U00043328	00053	CHARLES RIVER LABORATORIES INC	655.60	231.90	Close PO
*TOTAL 88200 ANIMAL SERVICES						1,714.20	374.38	

- A Account:** account code of the encumbrance. *To see a list of all account codes, select the red “Account” hyperlink.*
- B Date Created:** month and year that the encumbrance was created.
- C Date Updated:** month and year that the encumbrances was last updated.
- D Reference:** provides a link to Non-personal Service purchase orders. Clicking on a reference link will take open the *Purchase Order Information Detail* page within the *PO Lookup*.
- E Org ID:** organization of the encumbrance. Click on the red header link to view the *Org ID Lookup*.
- F Transaction Description:** provides a brief description of the transaction.
- G Original (Encumbrance Amount):** original amount of the encumbrance.
- H Current (Encumbrance Amount):** current amount of encumbrance based as of the date the report was ran.
- I Close Date/Action:** provides blue hyperlinks to submit requests to close purchase orders. It also provides red alerts of the current status of that line. See next page for a list of possible hyperlinks/alerts.

Continued on next page



Encumbrance Report (Activities and Projects) Continued

List of possible hyperlinks/alerts in *Close Date/Action* field:

- 1 **Close PO Hyperlink:** clicking this link will confirm and submit your request to close the corresponding purchase order.
- 2 **Close PO in Progress Hyperlink:** clicking this link will display who requested the purchase order closure and allow you to cancel the purchase order closure request.



Caution should be exercised when closing a purchase order from the Encumbrance Report.

- Once a purchase order has been requested to be closed; only a brief period is available to request the closure to be canceled.
- Once a purchase order is closed, it cannot be re-opened.
- If a purchase order is closed prematurely and an invoice is received against it, it is a cumbersome process to fix it.

- 3 **Close PO Pending Alert:** shows that the corresponding purchase order has been approved for closure during the next closure process.
- 4 **PO has Active Vouchers Alert:** shows that the corresponding purchase order cannot currently be closed due to pending payments. Questions referencing Scholarship & Fellowship purchase orders should be directed to Grants & Contracts Accounting. Payment questions referencing other purchase orders should be directed to Accounts Payable.
- 5 **PO on Hold Alert:** shows that the corresponding purchase order cannot currently be closed due to being on hold. Questions referencing Scholarship & Fellowship purchase orders should be directed to Grants & Contracts Accounting. Questions referencing other general purchase orders should be directed to Purchasing.



Monthly Budget Variance Report (Activities)

The Monthly Variance Report shows the budget, actual revenue and expense, and the budget variance for both the current month and fiscal year-to-date.

Report Columns:

A Account	B Description	Current Month			Fiscal Year to Date			I FY Total Budget
		C Budget	D Rev/Exp	E Variance	F Budget	G Rev/Exp	H Variance	
4900	NONMAN TRF IN-DEPT, ALX OR HO	153,724.76	0.00	-153,724.76	153,724.76	0.00	-153,724.76	1,844,807.00
** TOTAL TRANSFERS IN		153,724.76	0.00	-153,724.76	153,724.76	0.00	-153,724.76	1,844,807.00
5300	OTHER SALARIES	78,211.25	68,986.40	9,842.85	78,211.25	68,986.40	9,842.85	928,535.00
5300	HOURLY	1,328.00	0.00	1,328.00	1,328.00	0.00	1,328.00	15,900.00
5302	HOURLY-ENCUMBERED	0.00	5,778.84	-5,778.84	0.00	5,778.84	-5,778.84	0.00
5325	CLERICAL & ADMIN HOURLY-ENCUM	28,132.91	12,180.01	12,952.90	28,132.91	12,180.01	12,952.90	301,594.92
5580	PREMIUM OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5600	EMPLOYEE BENEFITS	48,504.83	37,309.83	9,195.30	48,504.83	37,309.83	9,195.30	568,087.98
* TOTAL PERSONAL SERVICES		151,173.99	123,836.48	27,337.51	151,173.99	123,836.48	27,337.51	1,814,087.88
6000	TRAVEL/DOMESTIC, OUT-OF-STATE	288.83	0.00	288.83	288.83	0.00	288.83	3,426.96
6200	OFFICE SUPPLIES	688.88	1,522.82	-855.88	688.88	1,522.82	-855.88	7,966.82
6300	TELECOM - MONTHLY RECUR CHARGES	300.00	287.11	12.89	300.00	287.11	12.89	3,600.00
6340	TELECOM - TOLL CHARGES	80.00	1.90	48.10	80.00	1.90	48.10	600.00
6470	PROFESSIONAL DEVELOPMENT	1,121.25	0.00	1,121.25	1,121.25	0.00	1,121.25	13,455.00
6500	BUSINESS MEALS/ENTERTAINMENT	41.88	0.00	41.88	41.88	0.00	41.88	499.92
6600	EMPLOYEE MORALE	43.75	779.81	-735.56	43.75	779.81	-735.56	525.00
6900	OTHER SERVICES	41.88	0.00	41.88	41.88	0.00	41.88	499.92
* TOTAL NONPERSONAL SERVICES		2,590.81	2,590.34	-39.83	2,590.81	2,590.34	-39.83	30,809.72
** TOTAL EXPENSES		153,724.80	128,426.82	27,297.98	153,724.80	128,426.82	27,297.98	1,844,807.80
*** NET REVENUE, EXPENSES & TRANSFERS		-0.08	-128,426.82	-128,426.77	-0.08	-128,426.82	-128,426.77	-0.80

- A Account:** account numbers that separate the types of revenues and expenses that have a similar purpose. *To see a list of all account codes, select the red "Account" hyperlink.*
- B Description:** generally, provides the purpose of the Account number.
- C Current Month Budget:** budget for the Accounting Period specified.
- D Current Month Rev/Exp:** total revenue, expenses, and/or transfers for the Accounting Period specified. Clicking on a hyperlink within this column will open up the Journal Detail for the account, allowing you to view additional information.
- E Current Month Variance:** total of *Current Month Budget* minus *Current Month Rev/Exp*.
- F Fiscal Year to Date Budget:** budget for the fiscal year date.
- G Fiscal Year to Date Rev/Exp:** total revenue, expenses, and/or transfers for the fiscal year of the Accounting Period specified. Clicking on a hyperlink within this column will open up the Journal Detail for the account, allowing you to view additional information.
- H Fiscal Year to Date Variance:** total of *Fiscal Year to Date Budget* minus *Fiscal Year to Date Rev/Exp*.
- I FY Total Budget:** total budget for the fiscal year.



Funds Available (Activities)

The Funds Available Report indicates the cash available for an Activity for the current month the report is run.

Report Columns:

Criteria Page or Acctg Per: Report: Run DETECTIVE RUBY LOGOUT

ACTIVITY : 56789 - DEPARTMENT OF GEMOLOGY
FUNDS AVAILABLE
AUGUST 31, 2023

Transactions on Journal Detail and Encumbrance Reports are shown the day they are processed.
 However, Summary of Rev/Exp, Balance Sheet, and Funds Available reports are not updated until the following day.

Business Unit **01** Orgid - **09999** Fund - **2109** Responsible Person **AMETHYST, COSMOS** EOR-AE EOR Status - Status **Active** Run Date **Aug 25 2023 03:56 PM**

Description	Fiscal Year		August Balance
	Beg Bal	Changes	
Claim on Cash	24,359.53	58,999.65	83,359.18
Accounts Payable Vouchers	-475.26	475.26	0.00
* Funds Available Before Encumbrances	23,884.27	59,474.91	83,359.18 ☺
Nonpersonal Services Encumbrances			-47,865.46
** Funds Available Less Nonpersonal Services Encumbrances			35,493.72 ☺
Personal Services Encumbrances			-586,704.68
*** Funds Available Less All Encumbrances			-551,210.96 ☺

- A Description:** description of the type of funds.
- B Beg Balance (Fiscal Year):** beginning balance.
- C Changes (Fiscal Year):** changes to the balance in the fiscal year.
- D Month Balance:** shows how much cash is available to spend as of the date the report is ran.



To the right of the *Month Balance* column, there is either a smiley face or a frowny face. A smiley face means that there is a positive cash balance. A frowny face indicates a negative cash balance.



Payroll Earnings, Benefits, and Taxes (Activities and Projects)

The Payroll Earnings, Benefits, and Taxes (EBT) report shows employee earnings, benefits, and taxes by month or fiscal year-to-date. The image below is for the monthly report.

Report Columns:

A	B	C	D	E	F	G	H	I
Pay Period	Account	Account Code	Name	Emplid	#	Type	Amount	Realloc #
15-Jul-23	50200	01-09999-5555555-50200-1	MOONSTONE, WILLOW	02345678	0	1-ERN	1,038.47	
*TOTAL 50200 FACULTY SALARIES								1,038.47
15-Jul-23	50800	01-09999-5555555-50800-1	STONE, GEMMA	01234567	0	1-ERN	1,045.50	
15-Jul-23	50800	01-09999-5555555-50200-1	STONE, GEMMA	01234567	0	1-ERN	-343.21	8000-29
15-Jul-23	50800	01-09999-5555555-50200-1	MOONSTONE, WILLOW	02345678	0	1-ERN	1,275.00	
*TOTAL 50800 OTHER SALARIES								1,977.29
15-Jul-23	59000	01-09999-5555555-59000-1	STONE, GEMMA	01234567	0	2-DED	7.71	
15-Jul-23	59000	01-09999-5555555-59000-1	STONE, GEMMA	01234567	0	2-DED	-2.53	8000-29
15-Jul-23	59000	01-09999-5555555-59000-1	STONE, GEMMA	01234567	0	3-TAX	0.34	
15-Jul-23	59000	01-09999-5555555-59000-1	STONE, GEMMA	01234567	0	3-TAX	-0.11	8000-29
15-Jul-23	59000	01-09999-5555555-59000-1	MOONSTONE, WILLOW	02345678	0	2-DED	7.80	
15-Jul-23	59000	01-09999-5555555-59000-1	MOONSTONE, WILLOW	02345678	0	3-TAX	0.41	
15-Jul-23	59000	01-09999-5555555-59000-1	AMETHYST, COSMO	00456789	0	2-DED	154.75	
15-Jul-23	59000	01-09999-5555555-59000-1	AMETHYST, COSMO	00456789	0	3-TAX	78.81	
*TOTAL 59000 EMPLOYEE BENEFITS								247.18
SUB TOTAL								3,262.94

- A** **Pay Period (for monthly view only):** indicates the pay period.
- B** **Account:** account code of the salary, benefit, or encumbrance expense. *To see a list of all account codes, select the red "Account" hyperlink.*
- C** **Account Code:** full chartfield string.
- D** **Name:** employee being paid from the Activity/Project.
- E** **Emplid:** Employee ID of employee being paid from the Activity/Project.
- F** **#:** number of Activities/Projects the employee is paid from.
- G** **Type:** salary or fringe benefits.
- H** **Amount:** salary, encumbrance, or benefit amount.
- I** **Realloc #:** can hover over green hyperlinked numbers to view additional information.



For exempt employees, any ongoing, significant changes between actual effort and the effort paid through salaries should be corrected as soon as possible, as follows:

- Planned or future payroll effort distributions - see the payroll reporter in your department.
- Payroll posted on the management reports in the current quarter - consult with your department administrator and they can submit corrections using the Effort Distribution Report (EDR).
- Errors identified on the quarterly electronic Personal Activity Reporting (e-PAR) - make the changes on the e-PAR itself, which are then certified for correctness.
- Errors identified after effort has been certified on the e-PAR or in Kronos - a Cost transfer is required, see your department administrator for help with this process.

Continued on next page



Payroll Encumbrance Summary (Activities and Projects)

The Payroll Encumbrance Summary shows encumbrances (Accounts 50000-58999) as of the current date. The report reflects encumbrances that are calculated daily.

Navigation to this report can be done multiple ways through Management Reports:

1. Through the Summary of Revenue and Expense (Activities) or Revenue and Expense by Budget Category (Projects) report by clicking on a blue hyperlinked *Personal Services* amount in the *Encumbered* column.
2. Through the Encumbrance Report by clicking on a hyperlinked amount in the *Encumbrance Amounts/Current* column.

Report Columns:

Help

ACTIVITY : 55789 - DEPARTMENT OF GEOMLOGY
PAYROLL ENCUMBRANCE SUMMARY
PAY PERIOD BEGIN: 09-01-2023
Encumbrance Calculated: 15-SEP-2023 FRI 06:00:34 AM

Transactions on Journal Detail and Encumbrance Reports are shown the day they are processed.
However, Summary of Rev/Exp, Balance Sheet, and Funds Available reports are not updated until the following day.

Business Unit: 01 Crgt - 09999 Fund - 2500
Responsible Person: AMETHYST, COSMOS
Status: Active Run Date: Sep 15 2023 09:52 AM

	A	B	C	D	E	F	G	H	I	J	K	L
	Account	Name	Emplid	ER #	Occur Code	Calc Begin	Calc End	Fiscal Year	Dist	Salary Encumbrance	Benefit Encumbrance	
D	50800	SAPPHIRE, CELESTE	00123456	0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	68,333.33	20,545.90	
D	50800	AMETHYST, COSMOS	00056789	0	9	01-SEP-2023	30-JUN-2024	2024	38000	47,775.00	15,287.87	
D	50800	BLACK, JET	02345678	0	4	01-SEP-2023	30-JUN-2024	2024	1.00000	46,999.87	.00	
D	50800	MIDSTONE, WILLOW	02345678	0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	47,484.17	18,448.23	
D	50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	45,013.33	14,258.20	
D	50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	46,676.87	18,350.01	
D	50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	46,188.67	24,773.26	
D	50800			1	2	01-SEP-2023	30-JUN-2024	2024	1.00000	52,516.33	17,280.18	
D	50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	69,855.00	41,007.44	
D	50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	51,854.17	19,390.37	
D	50800			0	3	01-SEP-2023	30-JUN-2024	2024	1.00000	48,999.87	18,193.23	
D	50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	52,525.00	30,489.47	
D	50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	46,000.00	29,332.83	
	Account 50800 Total Encumbered:											
D	53025			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	30,443.04	9,913.73	
D	53025			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	30,443.04	13,840.38	
	Account 53025 Total Encumbered:											
D	53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	42,370.95	18,487.48	
D	53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	42,024.99	21,709.87	
D	53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	40,884.46	18,400.51	
	Account 53225 Total Encumbered:											
	Totals										125,280.00	56,676.99
	Total Personal Services										874,941.09	355,399.23
											1,227,931.42	

M Expand N To Excel O Demo

- A D column:** clicking on this hyperlink opens the *Employee Distributions* page.
- B Account:** account code of the encumbrance. *To see a list of all account codes, select the red "Account" hyperlink.*
- C Name:** name of employee being paid from the Activity/Project.
- D Emplid:** Employee ID of employee being paid from the Activity/Project.
- E ER #:** Employee Record Number
- F Occur Code:** provides a brief description of the transaction.
- G Calc Begin:** start of the pay period or date within the pay period that the distribution and encumbrance is for.
- H Calc End:** uses the payroll distribution to determine the projected end date, typically the end of a fiscal year, for the Activity/Project.



The calculation considers the current pay period, distribution dates, and job effective dates. There is a transition time during the first few days of a pay period when the encumbrances will reflect the previous pay period until payroll is processed.

Continued on next page



Payroll Encumbrance Summary (Activities and Projects) Continued

Report Columns and Buttons:

ACTIVITY : 56789 - DEPARTMENT OF GEMOLOGY
PAYROLL ENCUMBRANCE SUMMARY
PAY PERIOD BEGIN: 09.01.2023
Encumbrance Calculated: 15-SEP-2023 FRI 06:00:34 AM

Transactions on Journal Detail and Encumbrance Reports are shown the day they are processed.
However, Summary of Revis/Etc. Balance Sheet, and Funds Available reports are not updated until the following day.

Business Unit: 01 Dept: 09999 Fund: 2500 Responsible Person: AMETHYST,COSMOS Status: Active Run Date: Sep 15 2023 09:52 AM

A	B	C	D	E	F	G	H	I	J	K	L
Account	Name	Emplid	ER #	Occur Code	Calc Begin	Calc End	Fiscal Year	Dist	Salary Encumbrance	Benefit Encumbrance	
D 50800	SAPPHIRE, CELESTE	00123456	0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	66,333.33	29,545.56	
D 50800	AMETHYST, COSMOS	00456789	0	9	01-SEP-2023	30-JUN-2024	2024	.28000	47,775.00	15,287.87	
D 50800	BLACK, JET	02345678	0	4	01-SEP-2023	30-JUN-2024	2024	1.00000	48,898.87	.00	
D 50800	MOONSTONE, WILLOW	01234567	0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	47,464.17	18,449.21	
D 50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	45,513.33	14,245.23	
D 50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	45,876.87	13,359.01	
D 50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	46,189.87	24,773.26	
D 50800			1	2	01-SEP-2023	30-JUN-2024	2024	1.00000	52,818.33	17,269.18	
D 50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	35,855.00	41,027.44	
D 50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	51,854.17	19,380.37	
D 50800			0	3	01-SEP-2023	30-JUN-2024	2024	1.00000	46,866.87	18,193.23	
D 50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	52,525.00	30,489.47	
D 50800			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	48,000.00	29,032.87	
Account 50800 Total Encumbered:									689,378.89	276,639.23	
D 53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	30,443.04	6,913.73	
D 53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	30,443.04	13,843.38	
Account 53225 Total Encumbered:									60,886.08	20,654.11	
D 53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	42,370.56	16,487.48	
D 53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	42,024.95	21,709.87	
D 53225			0	2	01-SEP-2023	30-JUN-2024	2024	1.00000	40,884.46	18,469.63	
Account 53225 Total Encumbered:									125,280.00	56,676.98	
Totals									874,541.89	353,386.31	
Total Personal Services										1,227,931.42	

M Expand N To Excel O Demo

- I Fiscal Year:** Activities/Projects are reflected for future fiscal years if the distribution has been set up, where applicable.
- J Dist:** distribution factor, which is the percentage of an employee's paycheck that is being allocated to the Activity/Project. For example, 0.5 means that 50% of that employee's paycheck is being allocated to the Activity/Project.
- K Salary Encumbrance:** shows how much an employee will be paid based off the payroll allocation.
- L Benefit Encumbrance:** this rate is calculated daily and is the employee benefit rate multiplied by the salary encumbrance.
- M "Expand/Collapse" button:** click to reveal/hide additional columns. See next page for the additional columns.
- N "To Excel" button:** download report (main and expanded columns) to an Excel spreadsheet.
- O "Demo" button:** use to hide sensitive information. All hourly rates are changed to \$5.00, all annual rates are \$5,000 and all remaining encumbrances are \$20,000.



Equations to calculate the encumbrance:

- For Annual Salary: $\text{distribution factor} * (\text{comp rate} * 1/24) * \text{number of pay periods left}$
When a distribution date does NOT begin or end on the boundaries of a pay period, the following calculation is used for that pay period: $\text{distribution factor} * ((\text{comp rate} * 1/24) * (\text{number of work days in partial pay period} / \text{total number of work days in pay period}))$
- For Hourly encumbrance: $\text{distribution factor} * \text{comp rate} * (\text{standard hours}/5) * \text{number of work days}$
Standard hours is equivalent to $\text{FTE} * 40$.

Continued on next page



Management Reports & Evidence of Review

Management Reports for Activities & Projects

Payroll Encumbrance Summary (Activities and Projects) Continued

Report Columns and Buttons:

Help

ACTIVITY : 56789 - DEPARTMENT OF GEMOLOGY
PAYROLL ENCUMBRANCE SUMMARY
PAY PERIOD BEGIN:09-16-2023
Encumbrance Calculated:20-SEP-2023 WED 02:10:24 PM

Transactions on Journal Detail and Encumbrance Reports are shown the day they are processed.
However, Summary of Revenue, Balance Sheet, and Funds Available reports are not updated until the following day.

Business Unit 01 Orig - 09999 Fund - 2500 Responsible Person AMETHYST,COSMOS Status Active Run Date Sep 20 2023 08:23 PM

P Q R S T U

Account	Name	Empld	ER #	Occur Code	Calc Begin	Calc End	Fiscal Year	Dist	Salary Encumbrance	Benefit Encumbrance	Comp Rate	Benefit Rate	Account Code	FTE	Pay Group	Dist Begin	Dist End	Pay Status	Comp Freq	Job Code	Job Description	Reporting Dept	Reporting Dept Name		
D 50800	SAPPHIRE, CELESTE	0013456	0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	84,918.87	28,068.87	82,000.00	432380	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0083	Director, Act & Finance	09999	Department of Gemology		
D 50800	AMETHYST, COSMOS	0045678	0	9	15-SEP-2023	30-JUN-2024	2024	35000	45,388.25	14,523.01	163,800.00	319687	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	1509	Associate Professor	09999	Department of Gemology		
D 50800	BLACK, JET	02345678	0	4	15-SEP-2023	30-JUN-2024	2024	1.0000	44,333.33	17,283.17	95,000.00	389849	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	1538	Dean	09999	Department of Gemology		
D 50800	MOONSTONE, WILLOW	01234567	0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	45,119.46	17,524.08	95,960.00	389393	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0682	Associate Professor	09999	Department of Gemology		
D 50800			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	42,762.87	13,960.44	84,010.00	317977	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0682	Financial Analyst	09999	Department of Gemology		
D 50800			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	44,342.83	17,441.28	95,010.00	389328	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0682	Financial Analyst	09999	Department of Gemology		
D 50800			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	49,727.33	23,534.39	98,024.00	503583	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0682	Financial Analyst	09999	Department of Gemology		
D 50800			1	2	15-SEP-2023	30-JUN-2024	2024	1.0000	49,892.42	18,405.82	83,022.00	328828	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0682	Financial Analyst	09999	Department of Gemology		
D 50800			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	81,662.25	38,967.01	103,028.00	477938	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	1024	Assoc. Dir. Act & Finance	09999	Department of Gemology		
D 50800			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	49,000.95	18,392.35	81,997.00	374735	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0682	Associate Accountant	09999	Department of Gemology		
D 50800			0	3	15-SEP-2023	30-JUN-2024	2024	1.0000	44,333.33	17,283.17	95,000.00	389849	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	1538	Associate Accountant	09999	Department of Gemology		
D 50800			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	49,988.75	25,995.13	83,030.00	580478	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	P	A	0682	Associate Accountant	09999	Department of Gemology		
D 50800			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	45,800.00	27,861.19	87,800.00	804850	01-09999-00056789-50800-1	1.00	EXE	01-JUL-2023	30-JUN-2024	A	A	0682	Associate Accountant	09999	Department of Gemology		
Account 50800 Total Encumbered:									653,986.26	279,539.81															
D 53225			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	28,892.75	9,479.93	23.49	226241	01-09999-00056789-50800-1	.75	HRL	01-JUL-2023	30-JUN-2024	A	H	0017	Associate Accountant	09999	Department of Gemology		
D 53225			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	28,892.75	13,754.02	23.49	476308	01-09999-00056789-50800-1	.75	HRL	01-JUL-2023	30-JUN-2024	A	H	0017	Associate Accountant	09999	Department of Gemology		
Account 53225 Total Encumbered:									57,785.49	23,233.95															
D 53225			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	40,212.80	15,240.50	24.02	404053	01-09999-00056789-50800-1	1.00	HRL	01-JUL-2023	30-JUN-2024	A	H	3030	Accounting Specialist	09999	Department of Gemology		
D 53225			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	39,884.85	21,991.20	24.02	541339	01-09999-00056789-50800-1	1.00	HRL	01-JUL-2023	30-JUN-2024	A	H	3030	Accounting Specialist	09999	Department of Gemology		
D 53225			0	2	15-SEP-2023	30-JUN-2024	2024	1.0000	38,602.40	18,184.43	23.66	468842	01-09999-00056789-50800-1	1.00	HRL	01-JUL-2023	30-JUN-2024	A	H	3030	Accounting Specialist	09999	Department of Gemology		
Account 53225 Total Encumbered:									118,900.00	56,034.13															
Totals									830,641.85	355,796.89															
Total Personal Services																									

Collapse To Excel Demo

P **Comp Rate:** shows the total salary of the employee.

Q **Benefit Rate:** this rate is calculated once per pay period and is the sum of the benefits and taxes, divided by the sum of earnings.

The Benefit Rate looks at the most recent on-cycle pay check within 90 days. For employees not paid within the last 90 days, the Employee Benefit Rate will be zero. Any employees with a rate higher than 200% will be capped at 200%.



- Calculated once a pay period = (sum of benefits and taxes / sum of earnings)
- Benefits and taxes exclusions: supplemental retirement (MPP and 403EXE)
- Gross pay exclusions: cell phone allowance (CPA)
- Benefit Encumbrance calculation (calculated daily) = (Employee Benefit Rate * Salary Encumbrance)
- Benefit encumbrances are not posted to the General Ledger for Fund 1001. All other benefit encumbrances will be posted to Account 59000

R **FTE:** Full-time Equivalent Percentage. 1.00 FTE = 100% (or a typical 40 hour week); .75 FTE = 75% (or a typical 30 hour week); etc.

S **Pay Group:** provides if an employee is exempt (EXE) or hourly/non-exempt (HRL).

T **Dist Begins and Dist End:** show when an employee's effort is set to begin and end charging against the Activity/Project.

U **Pay Status:** only paid statuses are encumbered: A (Active), P (Leave with Pay), and Q (Retired with Pay).



The encumbrance amounts in the Summary of Revenue and Expense (Activities) or Revenue and Expense by Budget Category (Projects) report and the Encumbrance Report may reflect a lag time, but the encumbrance amounts in the Payroll Encumbrance Summary are the most up-to-date because of the daily calculation