# PS Financials
# Departmental Summary and Detail Reports

## Reports: The following two reports have been made available to each user:

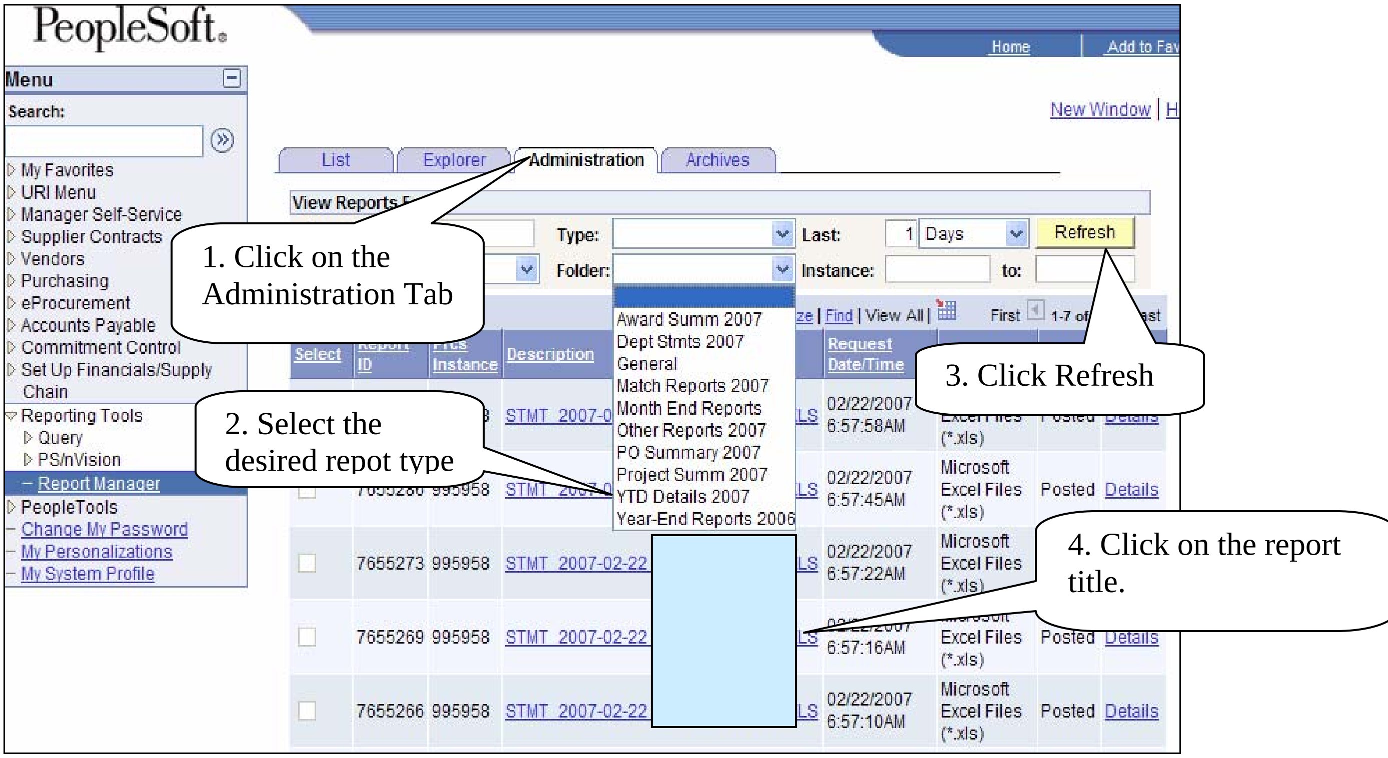
- **Departmental Summary Report**
  - This report contains summary information only for a department by fund activity.
  - Report Name is "**STMT_(Department Name)_(Fund No.).xls"**.
  - Information includes:
    - Year-To-Date Budget
    - Month-to-date Activity
    - Year-To-Date Activity
    - Year-To-Date Pre-encumbrances (State Requisitions)
    - Year-To-Date Encumbrances (Purchase Orders)
    - Budget Balance Available

- **Department Detail Report**
  - This report contains detail transaction information for a department for all Funds and Programs.
  - Report Name is "**YTD_DETAILS_(Department Name).xls"**.
  - Information includes:
    - Fund, Program, Project and Account
    - Accounting Date and Type (Journal, Purchase Order, AP Voucher)
    - Transaction Number (Journal Number)
    - Purchase Order Reference, Check Number and Invoice Number
    - Vendor Name or Journal Description
    - Activity, Pre-encumbrance or Encumbrance Amounts

- **Open PO Reports**
  - This report contains open encumbrances for the department
  - Information includes:
    - Fund, Program, Project and Account
    - PO Reference
    - Vendor
    - Beginning Balance
    - PO Activity
    - Current Balance

Use the following navigation to access the reports:

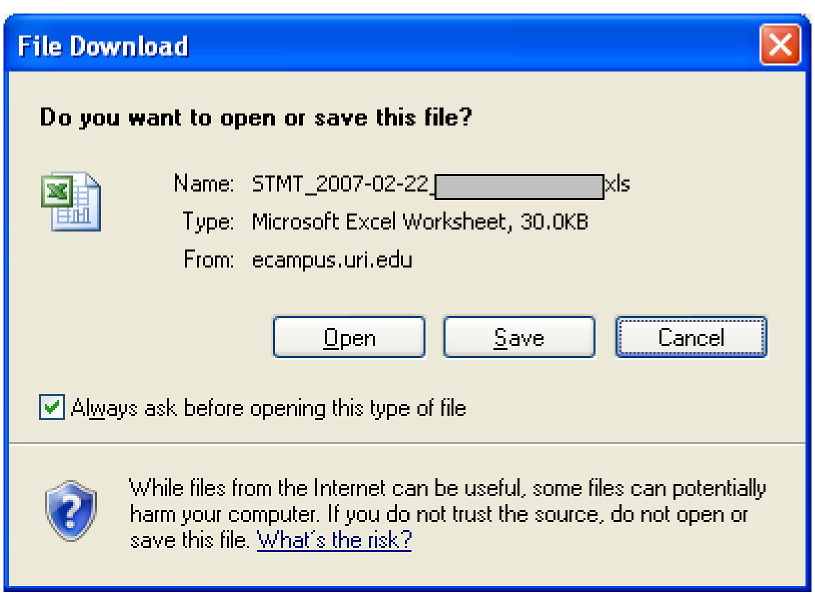
**Navigation: Reporting Tools, Report Manager – Administration Tab**




Use the following steps to obtain reports:

1. Click on the "Administration Tab"
2. Select the desired report type from the "Folder" dropdown
3. Click Refresh
4. Click on the report title.

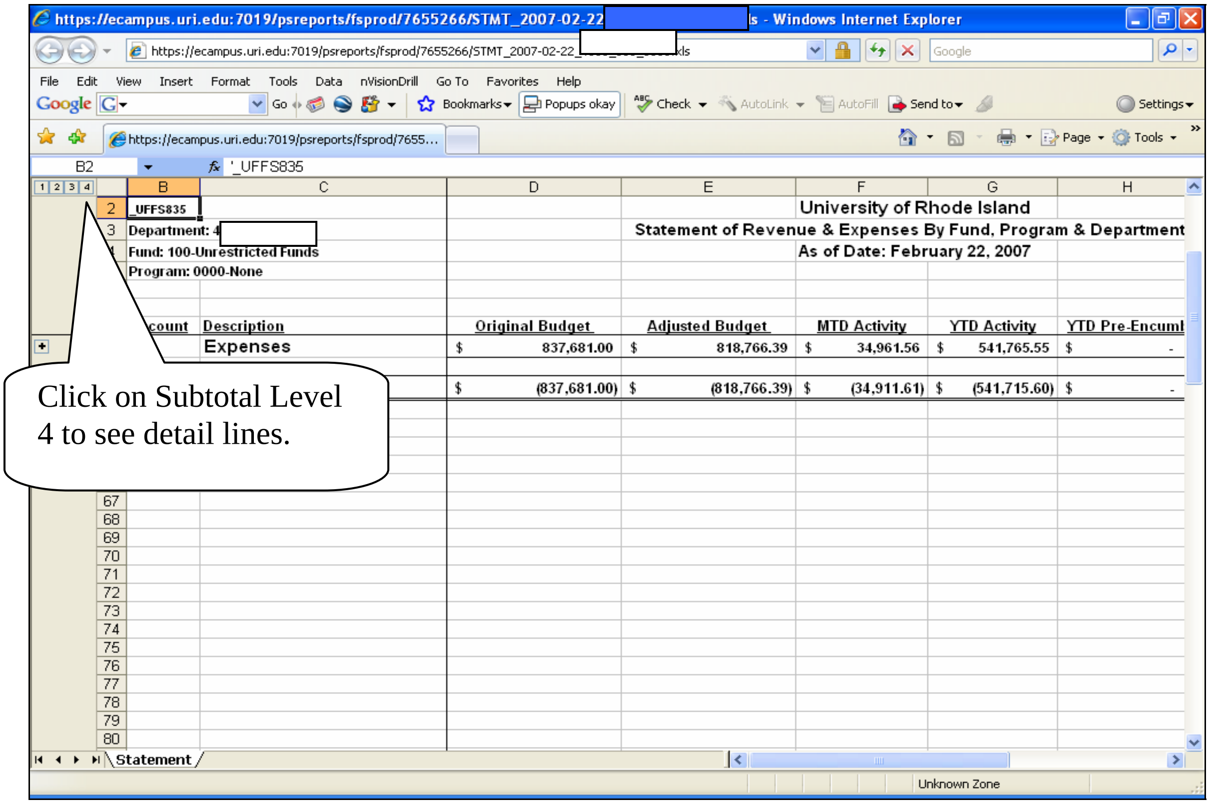
The following dialog box will appear:

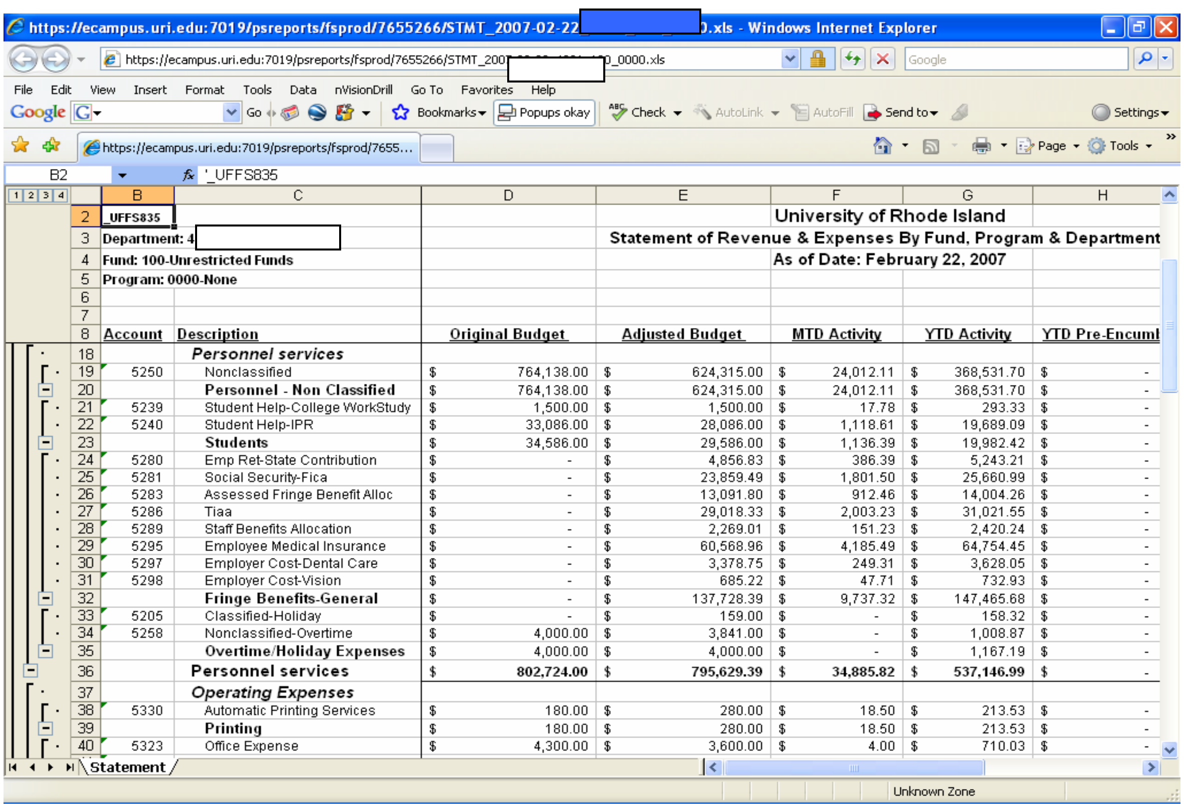


6. Click Open to view or Save to save the report to your hard drive.

**STMT Summary Report**

Clicking on Open or Save above will generate an Excel spreadsheet for the Summary Report. Click on the 4 Subtotal tab to view the summary detail for each account. Use the Excel functionality to sort, print, etc.



University of Rhode Island

Statement of Revenue & Expenses By Fund, Program & Department

As of Date: February 22, 2007

_UFFS835

Department: 4

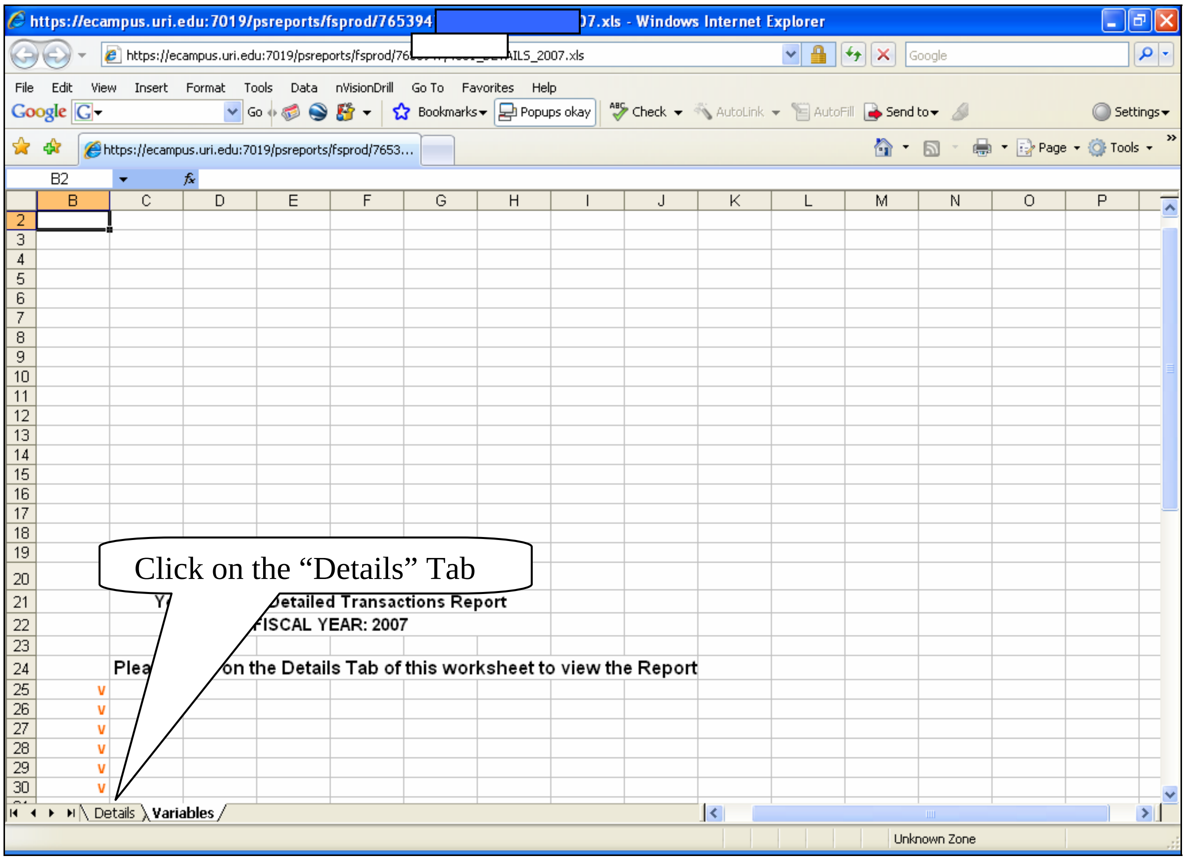
Fund: 100-Unrestricted Funds

Program: 0000-None

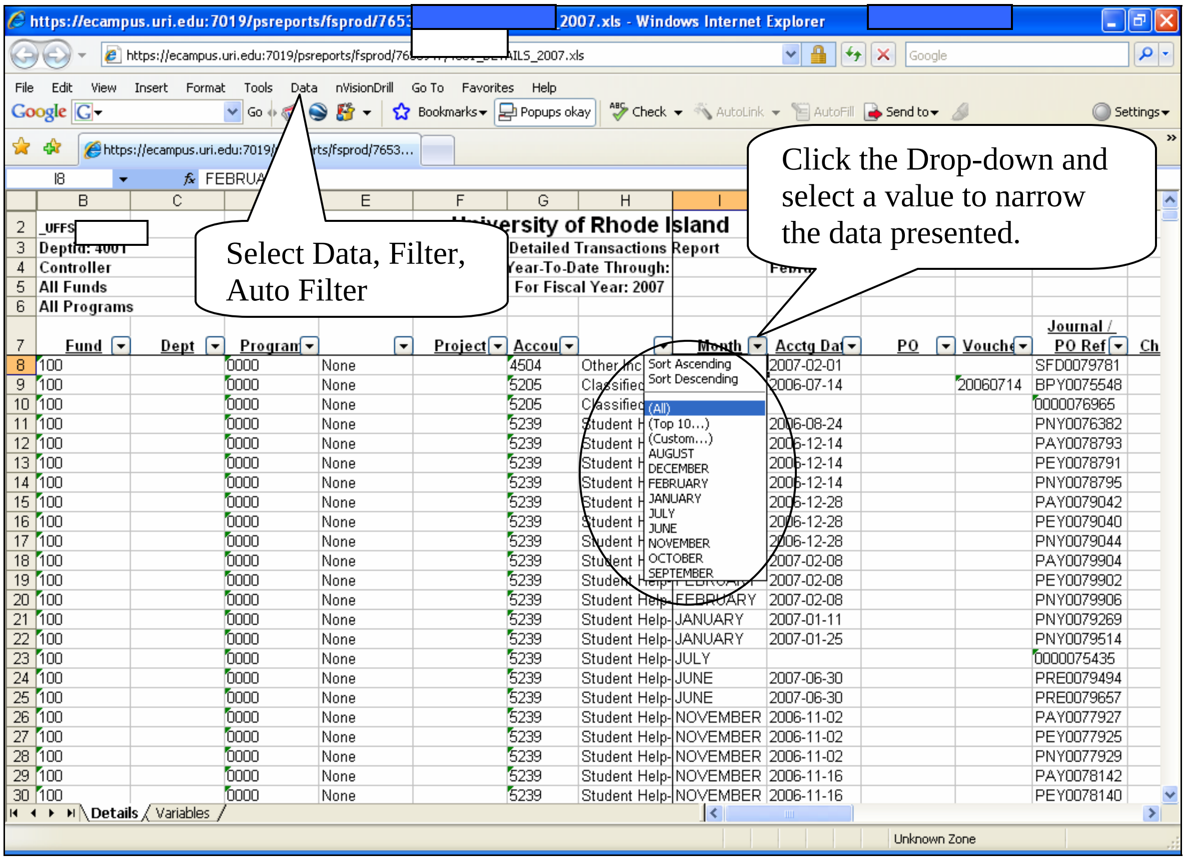
| Row | Account | Description | Original Budget | Adjusted Budget | MTD Activity | YTD Activity | YTD Pre-Encumb |
|---|---|---|---|---|---|---|---|
| 18 | | *Personnel services* | | | | | |
| 19 | 5250 | Nonclassified | $ 764,138.00 | $ 624,315.00 | $ 24,012.11 | $ 368,531.70 | $ - |
| 20 | | **Personnel - Non Classified** | $ 764,138.00 | $ 624,315.00 | $ 24,012.11 | $ 368,531.70 | $ - |
| 21 | 5239 | Student Help-College WorkStudy | $ 1,500.00 | $ 1,500.00 | $ 17.78 | $ 293.33 | $ - |
| 22 | 5240 | Student Help-IPR | $ 33,086.00 | $ 28,086.00 | $ 1,118.61 | $ 19,689.09 | $ - |
| 23 | | **Students** | $ 34,586.00 | $ 29,586.00 | $ 1,136.39 | $ 19,982.42 | $ - |
| 24 | 5280 | Emp Ret-State Contribution | $ - | $ 4,856.83 | $ 386.39 | $ 5,243.21 | $ - |
| 25 | 5281 | Social Security-Fica | $ - | $ 23,859.49 | $ 1,801.50 | $ 25,660.99 | $ - |
| 26 | 5283 | Assessed Fringe Benefit Alloc | $ - | $ 13,091.80 | $ 912.46 | $ 14,004.26 | $ - |
| 27 | 5286 | Tiaa | $ - | $ 29,018.33 | $ 2,003.23 | $ 31,021.55 | $ - |
| 28 | 5289 | Staff Benefits Allocation | $ - | $ 2,269.01 | $ 151.23 | $ 2,420.24 | $ - |
| 29 | 5295 | Employee Medical Insurance | $ - | $ 60,568.96 | $ 4,185.49 | $ 64,754.45 | $ - |
| 30 | 5297 | Employer Cost-Dental Care | $ - | $ 3,378.75 | $ 249.31 | $ 3,628.05 | $ - |
| 31 | 5298 | Employer Cost-Vision | $ - | $ 685.22 | $ 47.71 | $ 732.93 | $ - |
| 32 | | **Fringe Benefits-General** | $ - | $ 137,728.39 | $ 9,737.32 | $ 147,465.68 | $ - |
| 33 | 5205 | Classified-Holiday | $ - | $ 159.00 | $ - | $ 158.32 | $ - |
| 34 | 5258 | Nonclassified-Overtime | $ 4,000.00 | $ 3,841.00 | $ - | $ 1,008.87 | $ - |
| 35 | | **Overtime/Holiday Expenses** | $ 4,000.00 | $ 4,000.00 | $ - | $ 1,167.19 | $ - |
| 36 | | **Personnel services** | $ 802,724.00 | $ 795,629.39 | $ 34,885.82 | $ 537,146.99 | $ - |
| 37 | | *Operating Expenses* | | | | | |
| 38 | 5330 | Automatic Printing Services | $ 180.00 | $ 280.00 | $ 18.50 | $ 213.53 | $ - |
| 39 | | **Printing** | $ 180.00 | $ 280.00 | $ 18.50 | $ 213.53 | $ - |
| 40 | 5323 | Office Expense | $ 4,300.00 | $ 3,600.00 | $ 4.00 | $ 710.03 | $ - |

These reports are scheduled to run daily and therefore do not need to be saved on a local hard drive unless so desired. However, the reports may not run due to Process Scheduler Issues and additional days may have to be added in the Report Manager Administration Tab Days box and Refreshed again to retrieve an earlier report. Currently, the reports are scheduled to reside in the Report Manager for 7 days after which they will be deleted.

**YTD Detail Report**




Click on the “Details” Tab located at the bottom of the spreadsheet.




The data can be sorted or filtered by any of the columns above. To filter in Excel, highlight Row 6, select Data, Filter, Auto Filter. Selecting from the drop-down menu on each column will provide only the rows containing the specified data. These reports are scheduled to run daily and therefore do not need to be saved on the local hard drive unless so desired. Currently, the reports are scheduled to reside in the Report Manager for 7 days after which they will be deleted.

**You may request reports for your department if you don't currently receive any by emailing your User ID and department to Financials_e-Campus@URI.Edu.**