

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

The screenshot shows the PeopleSoft Reporting Tools interface. The 'Administration' tab is selected. A dropdown menu is open for the 'Folder' field, showing various report types. The 'Refresh' button is highlighted. A table of reports is visible, with the first row selected. Callouts indicate the following steps:

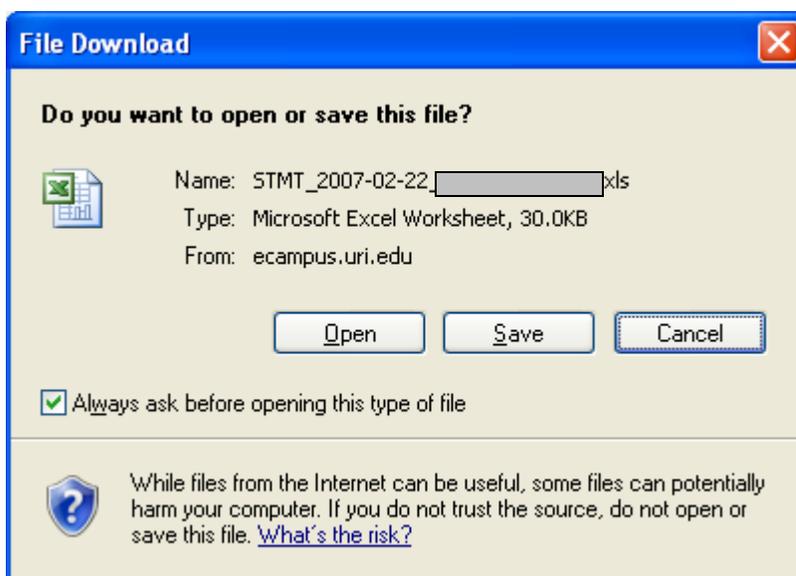
1. Click on the Administration Tab
2. Select the desired report type
3. Click Refresh
4. Click on the report title.

Select	Report ID	FUS Instance	Description	Request Date/Time	Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	7655273	995958	STMT_2007-02-22	02/22/2007 6:57:22AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	7655269	995958	STMT_2007-02-22	02/22/2007 6:57:16AM	Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	7655266	995958	STMT_2007-02-22	02/22/2007 6:57:10AM	Microsoft Excel Files (*.xls)	Posted	Details

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.

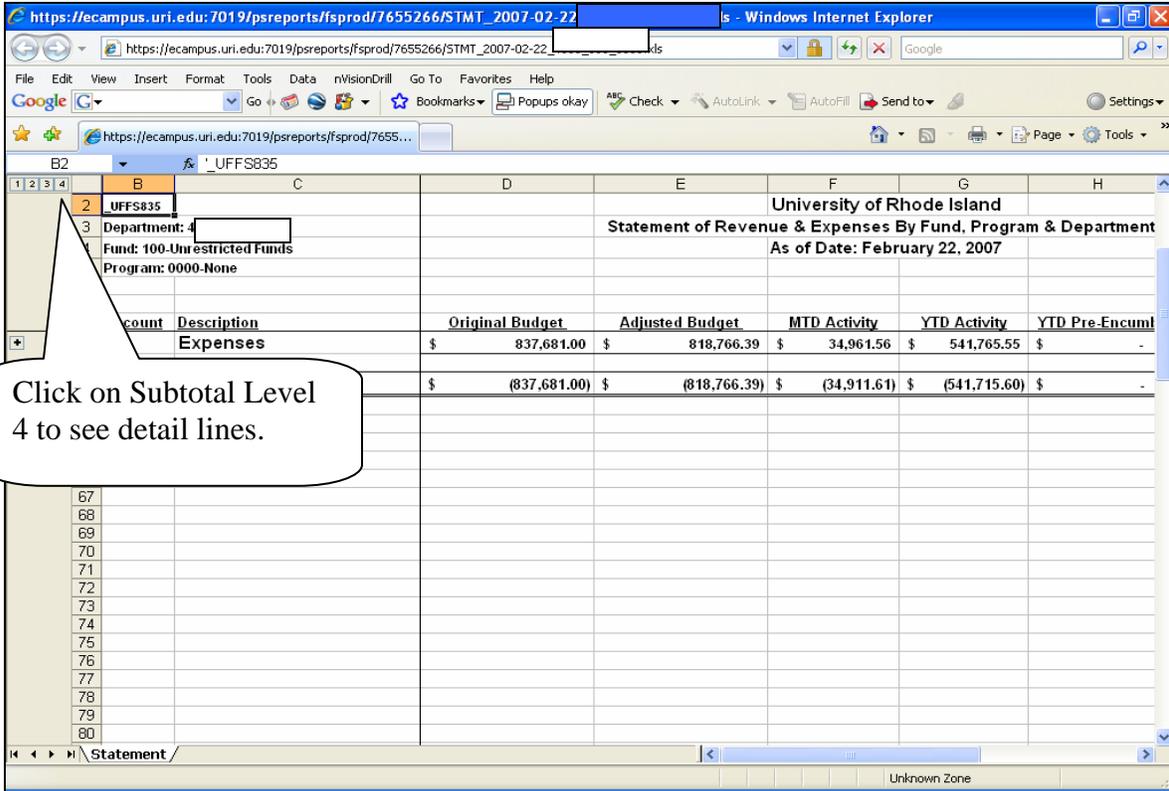
The following dialog box will appear:



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

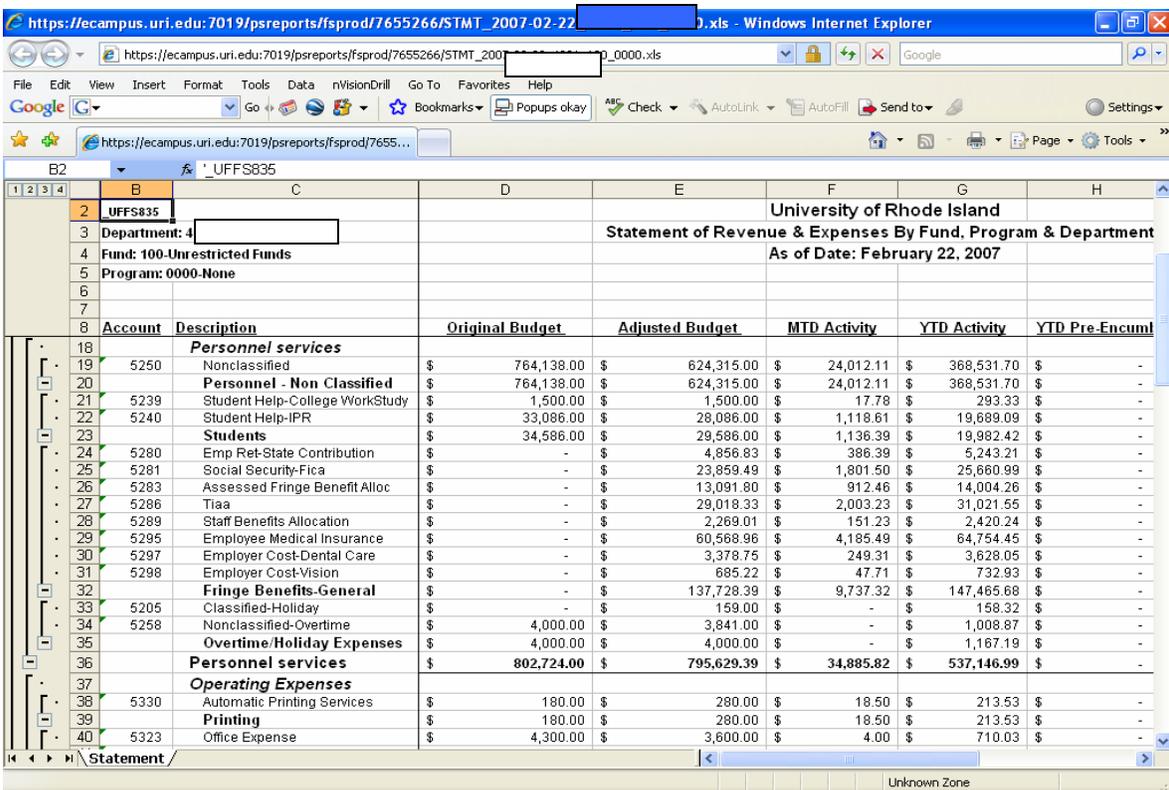
STMT Summary Report

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



Click on Subtotal Level 4 to see detail lines.

University of Rhode Island						
Statement of Revenue & Expenses By Fund, Program & Department						
As of Date: February 22, 2007						
Account	Description	Original Budget	Adjusted Budget	MTD Activity	YTD Activity	YTD Pre-Encum
	Expenses	\$ 837,681.00	\$ 818,766.39	\$ 34,961.56	\$ 541,765.55	\$ -
		\$ (837,681.00)	\$ (818,766.39)	\$ (34,911.61)	\$ (541,715.60)	\$ -



University of Rhode Island						
Statement of Revenue & Expenses By Fund, Program & Department						
As of Date: February 22, 2007						
Account	Description	Original Budget	Adjusted Budget	MTD Activity	YTD Activity	YTD Pre-Encum
Personnel services						
5250	Nonclassified	\$ 764,138.00	\$ 624,315.00	\$ 24,012.11	\$ 368,531.70	\$ -
Personnel - Non Classified						
5281	Social Security-Fica	\$ 764,138.00	\$ 624,315.00	\$ 24,012.11	\$ 368,531.70	\$ -
5239	Student Help-College WorkStudy	\$ 1,500.00	\$ 1,500.00	\$ 17.78	\$ 293.33	\$ -
5240	Student Help-IPR	\$ 33,086.00	\$ 28,086.00	\$ 1,118.61	\$ 19,689.09	\$ -
Students						
5280	Emp Ret-State Contribution	\$ -	\$ 4,856.83	\$ 386.39	\$ 5,243.21	\$ -
5281	Social Security-Fica	\$ -	\$ 23,859.49	\$ 1,801.50	\$ 25,660.99	\$ -
5283	Assessed Fringe Benefit Alloc	\$ -	\$ 13,091.80	\$ 912.46	\$ 14,004.26	\$ -
5286	Tiaa	\$ -	\$ 29,018.33	\$ 2,003.23	\$ 31,021.55	\$ -
5289	Staff Benefits Allocation	\$ -	\$ 2,269.01	\$ 151.23	\$ 2,420.24	\$ -
5295	Employee Medical Insurance	\$ -	\$ 60,568.96	\$ 4,185.49	\$ 64,754.45	\$ -
5297	Employer Cost-Dental Care	\$ -	\$ 3,378.75	\$ 249.31	\$ 3,628.05	\$ -
5298	Employer Cost-Vision	\$ -	\$ 685.22	\$ 47.71	\$ 732.93	\$ -
Fringe Benefits-General						
5205	Classified-Holiday	\$ -	\$ 159.00	\$ -	\$ 158.32	\$ -
5258	Nonclassified-Overtime	\$ 4,000.00	\$ 3,841.00	\$ -	\$ 1,008.87	\$ -
Overtime/Holiday Expenses						
		\$ 4,000.00	\$ 4,000.00	\$ -	\$ 1,167.19	\$ -
Personnel services						
Operating Expenses						
5330	Automatic Printing Services	\$ 180.00	\$ 280.00	\$ 18.50	\$ 213.53	\$ -
Printing						
		\$ 180.00	\$ 280.00	\$ 18.50	\$ 213.53	\$ -
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

The screenshot shows a Windows Internet Explorer browser window displaying an Excel spreadsheet. The browser's address bar shows the URL <https://ecampus.uri.edu:7019/psreports/fsprod/765394/77.xls>. The spreadsheet is mostly empty, with a callout box pointing to the bottom of the grid. The callout box contains the text: "Click on the 'Details' Tab". Below this, a smaller box says "Detailed Transactions Report FISCAL YEAR: 2007". A larger box below that says "Please click on the Details Tab of this worksheet to view the Report". At the bottom of the spreadsheet, the tab bar shows "Details" and "Variables".

Click on the "Details" Tab located at the bottom of the spreadsheet.

https://ecampus.uri.edu:7019/psreports/fsprod/7653... 2007.xls - Windows Internet Explorer

File Edit View Insert Format Tools Data nVisionDrill Go To Favorites Help

Google G Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

https://ecampus.uri.edu:7019/psreports/fsprod/7653... FEBRUAR

18

2 OFFS

3 Dept: 3001

4 Controller

5 All Funds

6 All Programs

7 Fund Dept Program Project Account Other Month Acctg Date P.O. Voucher Journal / P.O. Ref Ch

8 100 0000 None 4504 Other Inc Sort Ascending 2007-02-01

9 100 0000 None 5205 Classified Sort Descending 2006-07-14

10 100 0000 None 5205 Classified (All) 2006-07-14

11 100 0000 None 5239 Student H (Top 10...) 2006-08-24

12 100 0000 None 5239 Student H (Custom...) 2006-12-14

13 100 0000 None 5239 Student H AUGUST 2006-12-14

14 100 0000 None 5239 Student H DECEMBER 2006-12-14

15 100 0000 None 5239 Student H FEBRUARY 2006-12-14

16 100 0000 None 5239 Student H JANUARY 2006-12-28

17 100 0000 None 5239 Student H JULY 2006-12-28

18 100 0000 None 5239 Student H JUNE 2006-12-28

19 100 0000 None 5239 Student H NOVEMBER 2006-12-28

20 100 0000 None 5239 Student H OCTOBER 2007-02-08

21 100 0000 None 5239 Student Help SEPTEMBER 2007-02-08

22 100 0000 None 5239 Student Help FEBRUARY 2007-02-08

23 100 0000 None 5239 Student Help JANUARY 2007-01-11

24 100 0000 None 5239 Student Help JANUARY 2007-01-25

25 100 0000 None 5239 Student Help JULY 2007-06-30

26 100 0000 None 5239 Student Help JUNE 2007-06-30

27 100 0000 None 5239 Student Help NOVEMBER 2006-11-02

28 100 0000 None 5239 Student Help NOVEMBER 2006-11-02

29 100 0000 None 5239 Student Help NOVEMBER 2006-11-02

30 100 0000 None 5239 Student Help NOVEMBER 2006-11-16

31 100 0000 None 5239 Student Help NOVEMBER 2006-11-16

Details / Variables / Unknown Zone

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.