Financial Management Reports in UM Reports

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Section 1: Accessing and Running a Report
University faculty and staff may run some financial management reports for current nonsponsored funds using UM Reports. All data found in these reports originates from the reporting instance of the financial system. The reporting instance is updated on a nightly basis; thus all data in these reports is based on a one-day lag from the production instance data. The reports may be accessed using an active Internet ID (X.500 user name) and password. An M Key is NOT required. This manual will provide step-by-step instructions on how to run the available financial reports.

The difference between the Account Budget Status for Current Non-Sponsored Funds report and the ChartField String Budget Status for Current Non-Sponsored Funds is how the data is displayed. The Account Budget Status for Current Non-Sponsored Funds report displays Budget to Actual by Account. The ChartField String Budget Status for Current Non-Sponsored Funds displays by a specific ChartField string.
Accessing a Financial Report


Enter the Internet ID and Password information. For help with passwords or site access, contact the Technology Helpline at 1-HELP (612-301-4357).

Click <Login>. 
Accessing a Financial Report (cont.)

The first time UM Reports is accessed, the University's Appropriate Use Agreement must be read and agreed to, in order to ensure that policies and procedures are adhered to by all staff using UM Reports. After reading the agreement's terms, click <Continue>. A second page with additional user agreement terms and links to policies will appear. Click <Continue> after reading this information. To return to the previous page(s) at any time, click <Back>.

After reading all the information pertaining to the Appropriate Use Agreement, click <I Agree>.
Accessing a Financial Report (cont.)

The UM Reports Home Page appears, revealing the Message Board and main menu. As a best practice, read the Message Board for current UM Reports updates.

To access financial reports, click <Search Reports> from the left navigation menu.
Accessing a Financial Report (cont.)

The Report Search page appears. Select “Enterprise Financials” as the Filter By category. The subcategory “Non-sponsored” may be selected to add additional filtering. Once selected, the page will refresh and reveal the available reports.

To easily access the report(s) upon logging in to the UM Reports Home Page in the future, select the Include on My Home Page checkbox.

Under the Report Name and Description column, click the link of the report to run. For this example, the Transaction Detail for Current Non-Sponsored Funds report was selected.
Accessing a Financial Report (cont.)

When the **Prompt** window appears, select “2008-2009” from the *Fiscal Year* drop-down menu. Then select the *Accounting Period* the report’s data should include according to the University fiscal year’s accounting periods. For example, Period 1 would include data from July 1, 2008, to July 31, 2008. Selecting Period 2 would provide data from July 1, 2008, to August 31, 2008.

After selecting *Accounting Period*, click <Submit>. 

![Prompt Selection for Transaction Detail for Current Non-Sponsored Funds Report](image-url)
Running a Financial Report

Appropriate ChartField information is required in order to run a unique report. A minimum of one ChartField must be selected. Typically, the ChartField information will include Fund, DeptID, and Program. If proper ChartField information is unknown, contact a departmental accountant.

Select the type of ChartField in which to generate the report’s data (DeptID, Fund, Program). Enter the value that corresponds with the selected ChartField value. Click <Submit>.

Each ChartField must be selected from the list of ChartField options, followed by the entry of the specific value. While multiple types of ChartFields may be used, only one type may be added at a time. The above example shows the DeptID value was selected, and “10084” was entered as the unique DeptID value. By entering this information, the report will generate data from the specific DeptID value of 10084. For more specific data to be included in the report, select Fund, followed by the specific Fund value.

If using only one ChartField to run the report, remember that all data for the one ChartField will be included. For example, entering only one DeptID value for the ChartField will report across all Funds and all Programs.

Output for the report can be filtered on ANY combination of ChartFields. For example, entering the specific ChartField values of Fund=1000, DeptID=11101, Program=20000 will return data for those selected values and ANY value that may exist for Fin EmplID, CF1, or CF2. You may also enter blank values for the optional ChartField to report on them specifically. For example, entering the specific ChartField values of Fund=1000, DeptID=11101, Program=20000, CF1=(blank), CF2=(blank) will return data for the selected specific values for Fund, DeptID, and Program and ONLY those where CF1 and CF2 are blank. 

Enter DeptID below:

10084

[Submit] [Reset]
Running a Financial Report (cont.)

Once all necessary ChartField data has been selected and entered, click <View Report with these selections>.

The report will appear, in HTML format, based on the ChartField values selected earlier.
Additional UM Reports functionality includes:

- Click the Excel icon to download the data into an Excel spreadsheet.
- Click the PDF icon to view and print the data as a PDF document.
- Click the bookmark icon (to the right of the PDF icon) to save the report and its data as a bookmark. Bookmarking a report allows easy future access to the report and its data from the UM Reports Home Page. See the next page of this manual for more information on bookmarked reports.
- Click the help icon to list a description of each column and where the data comes from. In addition, the help area provides features, purpose, elements, and business rules regarding the report.
- Use the Group report by 1 drop-down list to group by specific ChartField values within the report. The group-by option allows sorting and drilling into various ChartField values within a report. It is a good option for sorting a report across various categories. Up to three group-by options may be selected at a time.
Using Bookmarks

Clicking the bookmark icon on the report’s HTML page reveals the report’s name and previously selected data parameters.

Click <Add Bookmark>. A page will appear that indicates “Bookmark successfully added for…”

Click <Close>. 

Using Bookmarks (cont.)

To access previously saved bookmarks, return to the UM Reports Home Page. At the bottom right side of the page, the bookmarks will appear.

Click <Non-Sponsored Reports>. The report’s title and saved parameters will appear.

Click <View Report> under the report name in the Bookmarks column to access the previously saved (bookmarked) report.
Using the Help Icon

The help icon will provide a description of each column and where the data comes from. In addition, the help icon will also provide features, purpose, elements, and business rules regarding the report.

Click the help icon to learn about the report.

**Report Name: Account Budget Status for Current Non-Sponsored Funds**

This report is located on UM Reports at Category: Enterprise Financials Subcategory: Non-Sponsored

**Description:**

This report is a budget status report by selected chartfields for current non-sponsored funds only. The report displays a fiscal year-to-date summary through the selected accounting period by account in each of the following sections:

- Resources (CarryForward + Revenues - Accounts Receivable)
- Expenditures (Expenditures - Depreciation + Capital Assets + Inventory + PrePaid Expenses - Accounts Payable)
- Net Transfers (Transfers In - Transfers Out)

For each account listed, the report displays columns for the Approved Budget followed by columns for PreEncumbrances/Encumbrances, Revenues/Expenditures, Total Recognized/Obligated, and Unrecognized/Unobligated Budget Balance.

Users are allowed to filter and group the report on selected chartfield combinations to display the Account Budget Status.

**Report Features:**

- Purpose of Report
- Report Elements
- Access To This Report
- Data Refresh

**Report Specifications:**

**Prompts**
- Linked/Drill Through Reports
- Sorts/Options
- Business Rules

The use of this report will be specific to each financial or administrative unit and the chartfields selected. The report is highly flexible and allows user-selected chartfield combinations for both filtering the data that displays on the report and how the report is grouped. Therefore, users will need to determine two things in order to run this report: 1) which chartfield values to use to filter the data displayed on the report; 2) which chartfield values to use to group/display the report.

The report display is broken out by account and displays Approved Budget and actuals activity for PreEncumbrances/Encumbrances and Revenues/Expenditures.
Additional Options

E-MAILING A FINANCIAL REPORT

As a best practice, save the report to Excel or PDF, then e-mail the report.

PRINTING A FINANCIAL REPORT

Reports may be printed in HTML format by selecting File > Print.

To print a report in Excel or PDF format, save the report to the specific format and then select File > Print.
Section 2: Reports Available

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# Account Budget Status for Current Non-Sponsored Funds

This report is a budget status report by selected ChartFields for current non-sponsored funds only. The report displays a fiscal-year-to-date summary through the selected accounting period by financial account in each of the following sections: current resources, budget, expenditures, net transfers, and unobligated budget balance. The report may be useful to distribute summarized account information to other staff and monitor year-to-date actual versus budgeted financial activity. To run this report, valid ChartField information is required to use to filter the data displayed on the report.

To run the report at a collegiate or administrative level, click <Select an RRC, DeptID>.

Multiple values can also be entered and must be comma delimited. For example, enter multiple DeptIDs as “10084,10103” (do not leave any blank spaces between numbers or before or after the comma).

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Account is used to specify the balance sheet, expenditure, revenue, or statistical account on financial transactions. The account table stores an account type identifier that indicates whether the account is an asset, liability, equity (fund balance), expense, revenue, or statistical type account.</td>
</tr>
<tr>
<td>Account Description</td>
<td>The name of the balance sheet, expenditure, revenue, or statistical account code.</td>
</tr>
<tr>
<td>Current Budget</td>
<td>The approved budget plus or minus any changes made since the start of the fiscal year. The approved budget represents the budget approved by the Board of Regents prior to the start of each fiscal year and originally entered in the financial system. The current budget reflects any budget journals entered against the approved budget since the start of the fiscal year.</td>
</tr>
<tr>
<td>Pre-Encumbrances/Encumbrances</td>
<td>Represents outstanding requisitions or purchase orders and other commitments for materials or services not yet received. This information is pulled from the Commitment Control ledger for business unit UMN01. It can be correlated to the data found in the PeopleSoft table PS_Ledger_KK.</td>
</tr>
</tbody>
</table>
Account Budget Status for Current Non-Sponsored Funds (cont.)

<table>
<thead>
<tr>
<th>Revenues/Expenditures</th>
<th>The actual revenue and expenditures received/incurred on an account for the period of activity of the report. This information is pulled from the Actual ledger for business unit UMN01. It can be correlated to data found in the PeopleSoft table PS_Ledger.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Recognized/Obligated</td>
<td>This field is the pre-encumbrances/encumbrances plus revenues/expenditures. It represents the amount of the account used (expenses) to date, or received (revenues) to date.</td>
</tr>
<tr>
<td>Unrecognized/Unobligated Budget Balance</td>
<td>This field is the current budget less the total recognized/obligated. It is the amount remaining in the account (to spend or receive) based on the original plan (budget).</td>
</tr>
</tbody>
</table>

ROW INFORMATION

Budgets occur at a higher level in the account code table than expenditures and revenues using an account code called Final Budget Only. The current budget accounts (Fin Bdg Only account codes) appear on rows separate from the expenditure and revenue account value.

Note: Because of the Fin Bdg Only account structure, variances by account are not printed on the report. Variances on the unrecognized/unobligated budget balance are provided as a total for all resources and/or all expenditures.

<table>
<thead>
<tr>
<th>Row Category Name</th>
<th>Row Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources</td>
<td>Positive dollar values represent revenues and resource balances. Thus, a negative dollar value in the unrecognized/unobligated budget balance column under revenues indicates more resources are available than anticipated.</td>
</tr>
<tr>
<td>Expenditures</td>
<td>Negative dollar values represent expenditures and expenditure balances. Thus, a positive dollar value in the unrecognized/unobligated budget balance column under expenditures indicates expenditures are higher than anticipated.</td>
</tr>
</tbody>
</table>
ChartField String Budget Status for Current Non-Sponsored Funds

This report displays a fiscal-year-to-date summary through the selected accounting period by selected ChartField for current nonsponsored funds only. For each row of activity displayed on the report, the full ChartField string displays: prior year carryforward, revenue, expenditures, transfers-in, and transfers-out. The report will also display the ending balance for each identified group and for the total. The use of this report will be specific to each financial or administrative unit and the ChartFields selected. To run this report, valid ChartField information is required to use to filter the data displayed on the report.

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**Column Name** | **Column Description**
---|---
**Fund** | Indicates the individual or cumulative sources of funds, which may be restricted or unrestricted.
**DeptID** | Identifies the organization at the University where budgets, staff, or academic programs are managed.
**Program Code** | Describes the type of activity.
**Fin EmplID** | An optional ChartField used when financial activity must be identified with a specific employee. It is the employee ID number assigned by Human Resources.
**CF1** | An optional, centrally defined ChartField with a centrally defined rule set.
**CF2** | An optional ChartField defined at the department, college, or RRC level.
## ChartField String Budget Status for Current Non-Sponsored Funds

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>Used whenever a Program and Project share costs, in which case “CS” appears in this field.</td>
</tr>
<tr>
<td>Prior Yr CFWD</td>
<td>(Prior Year Carryforward) Balance at the end of the year, not including encumbrances or commitments.</td>
</tr>
<tr>
<td>Adjusted Revenue – Current Budgeted</td>
<td>Amount of revenue budgeted for this ChartField string. (Adjusted Revenue = Revenue – Accounts Receivable.)</td>
</tr>
<tr>
<td>Adjusted Revenue – Actual</td>
<td>Revenue received for this ChartField string. (Adjusted Revenue = Revenue – Accounts Receivable.)</td>
</tr>
<tr>
<td>Net Expenditures – Current Budgeted</td>
<td>Amount of expenses budgeted for this ChartField string. (Net Expenditures = Expenditures – Depreciation Expenses + Capital Asset Purchases + Inventory – Prepaid Expenses – Accrued Liabilities)</td>
</tr>
<tr>
<td>Net Expenditures – Actual</td>
<td>Expenses actually incurred for this ChartField string (– Depreciation + Capital Asset + Inventory – Prepaid Expenses – Accrued Liabilities).</td>
</tr>
<tr>
<td>Transfers In – Current Budgeted</td>
<td>Transfers in budgeted or expected on this ChartField string.</td>
</tr>
<tr>
<td>Transfers In – Actual</td>
<td>Transfers in received on this ChartField string.</td>
</tr>
<tr>
<td>Transfers Out – Current Budgeted</td>
<td>Transfers out budgeted or expected on this ChartField string.</td>
</tr>
<tr>
<td>Transfers In – Actual</td>
<td>Transfers out incurred on this ChartField string.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>Prior Yr CFWD + Adjusted Revenue + Net Expenditures + Actual Transfer In + Actual Transfer Out.</td>
</tr>
<tr>
<td>Total Encumbrances</td>
<td>Encumbrances for this ChartField string that include both pre-encumbrances and encumbrances.</td>
</tr>
<tr>
<td>Balance</td>
<td>Ending Balance + Total Encumbrances</td>
</tr>
</tbody>
</table>

Note: A positive balance would indicate a balance of funds on this ChartField string. A negative balance would indicate this ChartField string is overspent.
The Transaction Detail for Current Non-Sponsored Funds report may be run through UM Reports. University faculty and staff may use this report for monthly reconciliation, oversight, and monitoring of a specific financial account, based on the ChartField parameters provided by the user. This report is limited to non-sponsored funds only.

This report must be run at the DeptID level. Due to the large level of transaction detail in the system, this report cannot be rolled up higher than a DeptID, nor does it allow entry of more than one DeptID.

Note: For specific source module detail locations within the financial system, see www.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/@trainingservices/documents/asset/ohr_asset_090093.pdf. Access to the financial system is required to enter these modules.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Code</td>
<td>The fund associated with the transaction.</td>
</tr>
<tr>
<td>DeptID</td>
<td>The department associated with the transaction.</td>
</tr>
<tr>
<td>Program Code</td>
<td>The program code associated with the transaction.</td>
</tr>
<tr>
<td>CS Project</td>
<td>The cost share project associated with the transaction.</td>
</tr>
<tr>
<td>Account</td>
<td>Account is used to specify the balance sheet, expenditure, revenue, or statistical account on financial transactions. The account table stores an account type identifier that indicates whether the account is an asset, liability, equity (fund balance), expense, revenue, or statistical type account.</td>
</tr>
<tr>
<td>Fin EmplID</td>
<td>The Fin EmplID associated with the transaction.</td>
</tr>
<tr>
<td>CF1</td>
<td>ChartField 1 associated with the transaction.</td>
</tr>
<tr>
<td>CF2</td>
<td>ChartField 2 associated with the transaction.</td>
</tr>
<tr>
<td>CS</td>
<td>Identifies a cost-share transaction.</td>
</tr>
</tbody>
</table>
Transaction Detail for Current Non-Sponsored Funds (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal ID</td>
<td>The journal number assigned in the General Ledger. See Appendix A for an explanation of prefixes.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>The date the transaction was posted from the originating module to the General Ledger.</td>
</tr>
<tr>
<td>Journal Line</td>
<td>The line on the journal associated with the transaction.</td>
</tr>
<tr>
<td>Source Module</td>
<td>The module where the transaction originated.</td>
</tr>
<tr>
<td>Source Doc ID</td>
<td>The original transaction number within the particular module.</td>
</tr>
<tr>
<td>Preparer</td>
<td>The person who originally entered the transaction.</td>
</tr>
<tr>
<td>Detail Information</td>
<td>Specific information about the transaction. The data reflected varies by module.</td>
</tr>
<tr>
<td>Actual</td>
<td>The amount debited/credited by the transaction.</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>Represents outstanding requisitions or purchase orders and other commitments for materials or services not yet received. This information is pulled from the Commitment Control ledger for business unit UMN01. It can be correlated to the data found in the PeopleSoft table PS_Ledger_KK.</td>
</tr>
<tr>
<td>Pre-Encumbrance</td>
<td>Represents outstanding requisitions or purchase orders and other commitments for materials or services not yet received. This information is pulled from the Commitment Control ledger for business unit UMN01. It can be correlated to the data found in the PeopleSoft table PS_Ledger_KK.</td>
</tr>
</tbody>
</table>