




Enterprise Reporting: Department Report Package

E X E C U T I V E B R I E F

A new Enterprise Reporting offering is now available to provide department fiscal staff a collection of reports to better meet their financial management needs. The reports are generated by the reporting tools in myUFL, and they will be available for download on a monthly basis.

The enclosed Department Report Package provides summary and detailed information regarding expenditures and payroll distributions for State Appropriated funds. Each report package will contain the following reports:

-  Summary Expense by Category, Account for State Appropriated Funds
-  Expense Detail for State Appropriated Funds
-  Payroll Cost Distribution Summary for State Appropriated Funds

The Summary Expense report provides a high level view of the status of your state appropriations, and is designed specifically to meet the needs of the fiscal administrator, while the other report provide additional details and information needed to complete the picture.

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Summary Expenses by Category, Account for State Appropriated Funds

The Summary Expenses report provides a simple summary of the state appropriated funds budgeted, committed and spent in a department. Each department will have this report included in its package.

Use this summary report to quickly determine where state appropriated funds have been spent and if budgeted amounts and spending are on track to achieve departmental goals. A review of the report may indicate that spending in particular budget areas is too high or too low, or that awarded money is not budgeted as needed. Corrections can then be made by working with the appropriate Central office.

Depending on the accounting practices of the fiscal administrator, it may be possible to spend money in excess of a budgeted amount. In such a case, the dollars shown under "Expenditures" may be higher than the number shown under "Budget" in which case the available balance will be negative. Moving uncommitted funds from other budget categories to increase the budget in such an "over spent" category can eliminate the negative available balance.

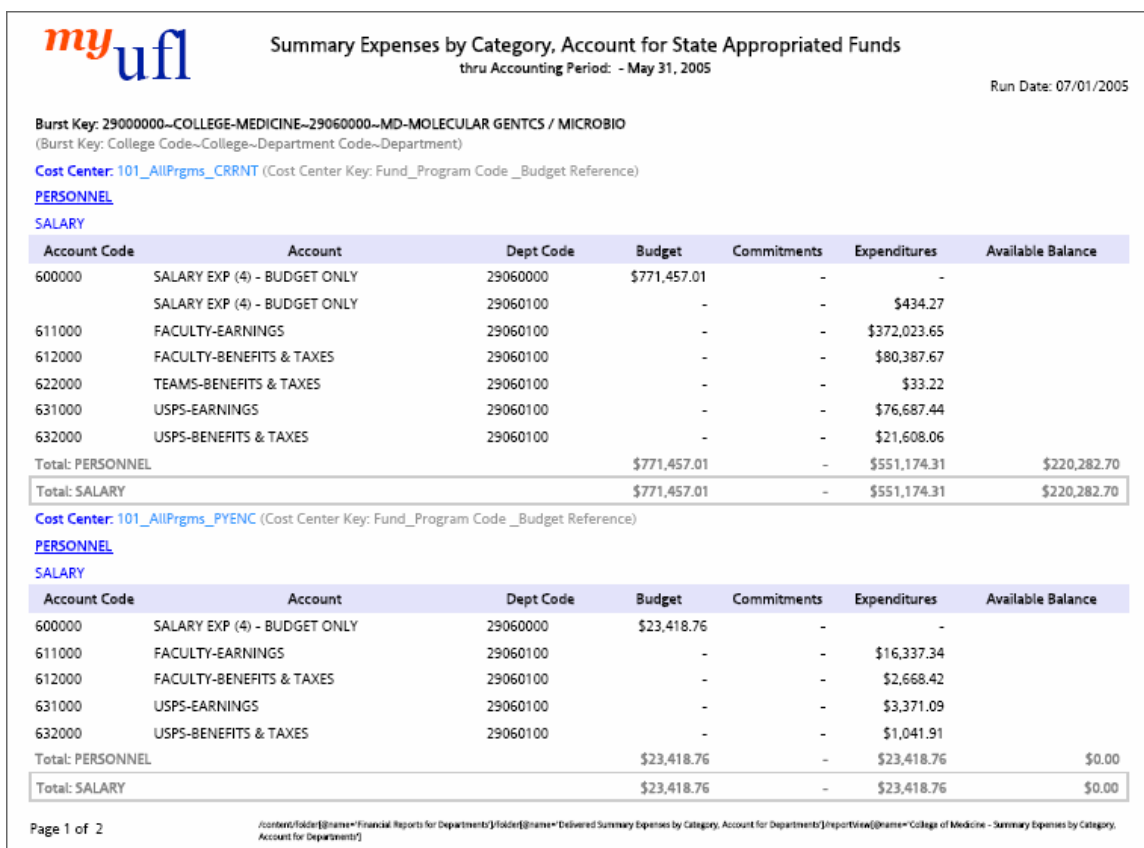


Figure 1. Sample summary expense report for the Molecular Genetics and Microbiology department within the College of Medicine

The "Burst Key" field (located just under the myUFL logo) indicates how reports are grouped for printing. Each fiscal administrator will get the pages that apply to their department's state appropriated funds only.

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Summary Expenses by Category, Account for State Appropriated Funds (cont.)

Account Code	Account	Dept Code	Budget	Commitments	Expenditures	Available Balance
700000	OTHER EXP (4) - BUDGET ONLY	29060000	\$8,062.00	-	-	
754000	WAIVERS	29060000	-	-	\$2,303.40	
Total: EXPENSE			\$8,062.00	-	\$2,303.40	\$5,758.60
Total: All Expense Budget			\$8,062.00	-	\$2,303.40	\$5,758.60

Figure 2. The last page of the summary expense report for the same department

The Summary Expense report has two sections:

- 1) *Categories and Accounts*. This section contains the various groups of funds used for financial management of the department's state appropriated funds. They are set up at the discretion of the fiscal administrator within the University's guidelines.
- 2) *Totals*. The report includes totals for the categories, accounts, the cost center, and the department.
 - a. The 'Budget' column represents the state appropriated funds allocated to each account and is relevant for all departments.
 - b. The 'Commitments' column represents salary, OPS wages, or encumbered funds committed from the department's state appropriated budget.
 - c. The 'Expenditures' column represents the actual state appropriated dollars spent to date for the department.
 - d. The 'Available Balance' reflects the budget amount minus any commitments or expenditures. Note: Fiscal administrators should be very cautious when interpreting available balances. Commitments that are not displayed on the expense report can result in overstatement of available balances.

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Expense Detail Report for State Appropriated Funds

The Expense Detail report provides detailed information about the transactions that make up the summary totals in the Summary Expenses report. The report header displays general information and then the detailed expense information is listed by category and date.

my ufl		Expense Detail for State Appropriated Funds for May 1, 2005 - May 31, 2005			Run Date: 07/01/2005		
Burst Key: 29000000--COLLEGE-MEDICINE--29060000--MD-MOLECULAR GENTCS / MICROBIO (College Code--College--Department Code--Department)							
Cost Center: 132__CRRNT (Fund - Program - Budget Ref)				Ledger Description: Appropriations Expense			
EXPENSE Category: FINANCIAL AID							
Sub Category: Waivers							
Account: 754000 - WAIVERS							
Trans Date	Document	Document Information	Entity Description	Amount	Trans ID	Source	
05/20/2005	Journal ID LOA0375064	Line Number: 1251 - Journal Date: 2005-05-19	UF Letter of Appointment	\$1,151.70	0001127479-81	GL_JOURNAL	
	Journal ID LOA0375064	Line Number: 1252 - Journal Date: 2005-05-19	UF Letter of Appointment	\$1,151.70	0001127479-82	GL_JOURNAL	
	Journal ID LOA0375064	Line Number: 1253 - Journal Date: 2005-05-19	UF Letter of Appointment	\$1,151.70	0001127479-83	GL_JOURNAL	
	Journal ID LOA0375064	Line Number: 1254 - Journal Date: 2005-05-19	UF Letter of Appointment	\$1,151.70	0001127479-84	GL_JOURNAL	
	Journal ID LOA0375064	Line Number: 1255 - Journal Date: 2005-05-19	UF Letter of Appointment	\$1,151.70	0001127479-85	GL_JOURNAL	
	Journal ID LOA0375064	Line Number: 1256 - Journal Date: 2005-05-19	UF Letter of Appointment	\$1,151.70	0001127479-86	GL_JOURNAL	
05/21/2005	Journal ID LOA0375271	Line Number: 2353 - Journal Date: 2005-05-20	UF Letter of Appointment	\$1,151.70	0001133533-201	GL_JOURNAL	
05/25/2005	Journal ID LOA0378217	Line Number: 863 - Journal Date: 2005-05-24	UF Letter of Appointment	(\$1,151.70)	0001140298-56	GL_JOURNAL	
	Journal ID LOA0378217	Line Number: 864 - Journal Date: 2005-05-24	UF Letter of Appointment	(\$1,151.70)	0001140298-57	GL_JOURNAL	
	Journal ID LOA0378217	Line Number: 865 - Journal Date: 2005-05-24	UF Letter of Appointment	(\$1,151.70)	0001140298-58	GL_JOURNAL	
	Journal ID LOA0378217	Line Number: 866 - Journal Date: 2005-05-24	UF Letter of Appointment	(\$1,151.70)	0001140298-59	GL_JOURNAL	
	Journal ID LOA0378217	Line Number: 867 - Journal Date: 2005-05-24	UF Letter of Appointment	(\$1,151.70)	0001140298-60	GL_JOURNAL	
Total: 754000 - WAIVERS				\$2,303.40			
Total: Waivers				\$2,303.40			

Figure 3. Page 1 of 2 of the Expense Detail Report for the Molecular Genetics and Microbiology department

Figure 3 displays detailed expense information for financial aid waivers. Each set of expenses is displayed by (i) the expense category such as Financial Aid and (ii) by an expense sub-category such as Waivers, when applicable. Expenses are grouped further in the report by transaction date.

Please note that amounts in parentheses denote a negative value. For example, an expense amount in parentheses denotes a negative expense or a cash inflow such as a refund.



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Payroll Cost Distribution Summary for State Appropriated Funds

my ufl		Payroll Cost Distribution Summary for State Appropriated Funds											Run Date: 07/01/2005	
Burst Description: 02000000--OFFICE OF PROVOST--02010000--PV-VICE PRESIDENT'S OFFICE (College Code--College--Department Code--Department)														
Cost Center: 02010000-101 - 6100 - CRRNT (Cost Center Key: Department - Fund - Program - Budget Reference)														
Employee ID	Employee Name	OPS Salary	Federal Work Study	Fellowship/Stipends Salary	FACULTY/TEAMS/USPS Salary	FICA Disability	FICA MED	Health	Life	Retirement	Pre Tax Amount	Disability	Employee Total	
00002870	OHR, N ILSE	\$0.00	\$0.00	\$0.00	\$0.00	\$308.25	\$72.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$380.34	
00001001	JONES, JO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.01	\$82.08	\$19.20	(\$363.42)	\$0.00	\$0.00	(\$13.40)	(\$275.53)	
09007220	ABI, J TERRE	\$0.00	\$0.00	\$0.00	\$0.00	\$31.00	\$7.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.24	
00000000	DEER, C DANA	\$0.00	\$0.00	\$0.00	\$0.00	\$56.81	\$13.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.09	
Total for Cost Center:		\$0.00	\$0.00	\$0.00	\$0.01	\$478.14	\$111.81	(\$363.42)	\$0.00	\$0.00	(\$13.40)	\$0.00	\$213.14	

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Figure 4. Payroll Cost Distribution for the Provost Vice President's Office.

Figure 4 displays payroll cost distributions for the Vice President's Office in the Office of the Provost. Each individual paid from state appropriated funds is listed in ascending order by Employee ID.

The net salary distribution for the month will appear under one of these four columns OPS Salary, Federal Work Study, Fellowship/Stipends Salary, or FACULTY/TEAMS/USPS Salary depending on the employee's pay plan. Then all deductions are listed under the appropriate columns such as Social Security (FICA) and benefits (Health, Pre Tax Assess, etc.). Finally, the gross salary amount paid to the employee for that month is listed in the Employee Total column. This is the sum of the net distribution plus all the deductions listed in that row.

Now that you have seen each of the reports in the Department Report package, let's take a look at how you will access these reports.

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Navigation

To access this report package, log into myUFL. From the myUFL menu, click on the Enterprise Reporting menu item. Then click on the Department Reports menu item to begin accessing the reports.



Figure 5. myUFL main menu

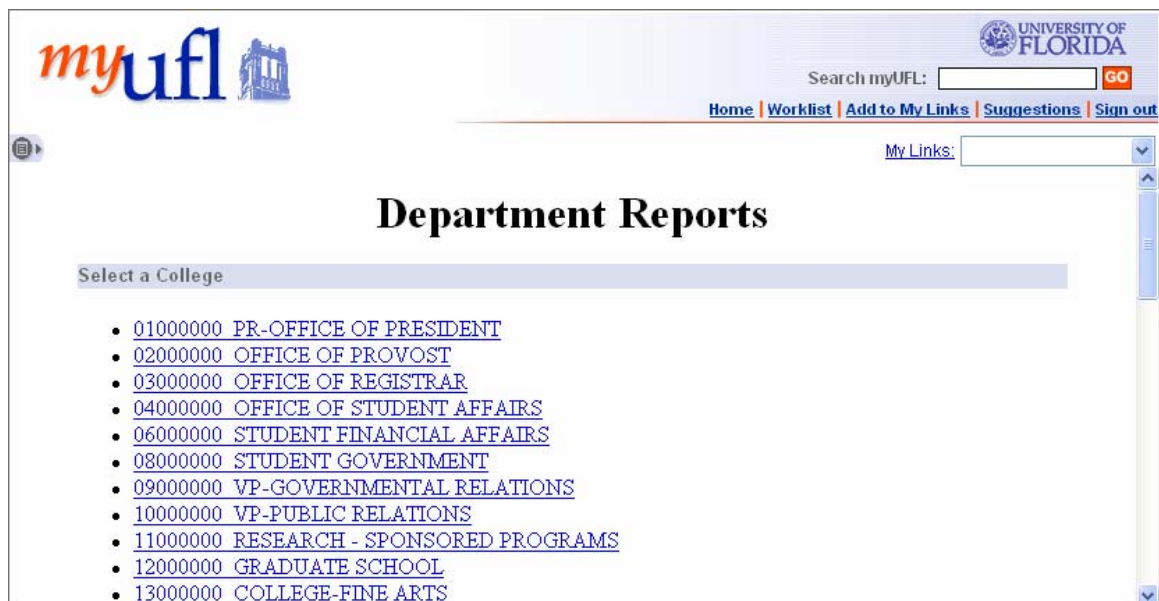


Figure 6. Department list for Department Reports

A list of departments will appear. Select your department.

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Navigation (cont.)

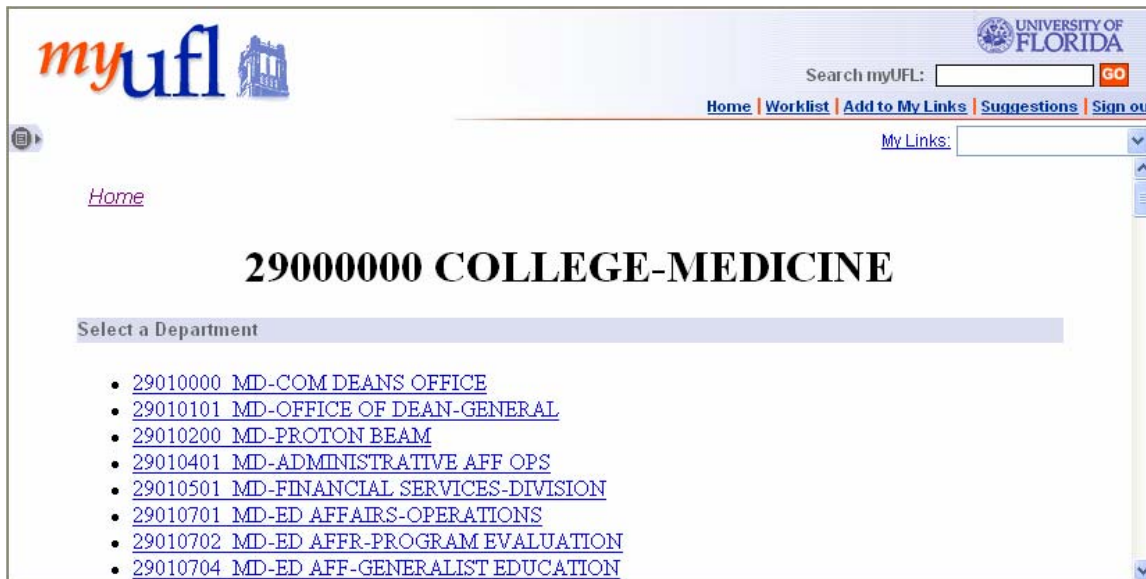


Figure 7. Sub-department list

Select your sub-department from the list that appears on the next page.

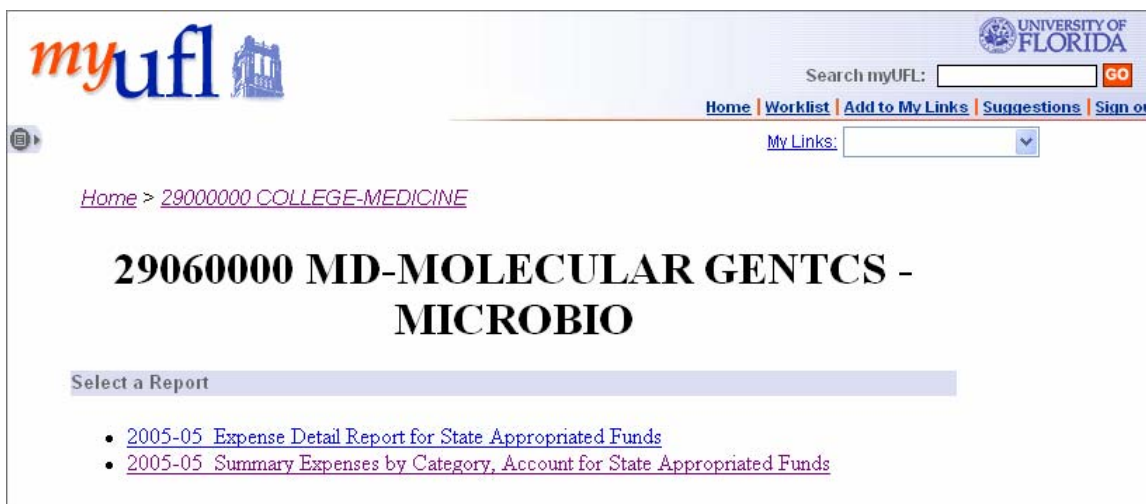


Figure 8. Report list

The final step is to click the report link to view the report in a PDF format. You can print or save the report using the shortcut buttons built into the PDF reader.

Please note that you may not see all the reports depending on which department you have selected. Specifically, the Summary Expenses report is only available for the departments ending in "0000." This will change beginning in fiscal year 2006, when departments may decide to budget funds on sub-department levels. In addition, if your department does not have employees paid from state appropriated funds, then the Payroll Cost Distributions.