Overview

The Report Manager is used to access the standard month-end Finance reports, generated usually in the first 7 to 10 days of the next month.

Go directly to the Report Manager instructions (p. 4).

What are the month-end reports?
The reports list monthly expenses, encumbrances and fund and project/grant balances for a specific department ID. These reports are useful to verify that your expenditures during the previous month are accurate and to determine how much you have left in a particular chartfield string. The file name contains the date the report was run.

The reports are divided into three categories: the departmental reports listing expenditures from funds that expire at the end of the current fiscal year; reports related to non-sponsored projects and grants, and the reports specific to grants administered through the Office of Research and Sponsored Programs (sponsored projects). For each Department ID, the data are presented by fund or project/grant.

Where are the reports stored?
In the Report Manager, the reports are contained in the following folders:
B – DEPT MTHLY PACK (Departmental Reports for Fiscal Year Funds)
B – NONSP PROJ MTHLY (Non-sponsored projects – not administered by the Office of Research and Sponsored Programs)
B – SPON PRJ/GRT MTHLY (Sponsored projects and grants)

How are the reports identified?
In each of the categories, the reports are usually generated for a department ID and fund or project/grant. If you see other reports listed, you are welcome to review them, but the three reports listed below will be the most useful to you.

B-DEPT MTHLY PACK
   UMGL7045 (Revenue and Expense Activity)*
   UMGL7062 (Transaction Detail)**
   UMGL7079 (Open Encumbrances on the date the report was run)

B-NONSP PROJ MTHLY
   UMGL7047 (Revenue and Expense Activity)*
   UMGL7062 (Transaction Detail)**
   UMGL7079 (Open Encumbrances on the date the report was run)
B-SPONPRJ/GRT MTHLY
UMGM7047 (Revenue and Expense Activity)
UMGM7062 (Transaction Detail)**
UMGM7079 (Open Encumbrances on the date the report was run)

* You may see two UMGL7045 reports, with one containing only revenue-generating funds, such as Educational Sales and Services (ESS) and Gift accounts. Beginning with the March, 2014 reports, these reports will be identified. The report containing ESS and Gift accounts will be named “Rev and Exp Activity – Approp” and the report containing non-revenue funds will be labeled “Rev and Exp Activity – Org.”

**The UMGL7062 and UMGM7062 reports will be generated only if there has been financial activity during the month.

What do the reports show?

Departmental (Fiscal Year) Reports
Review the UMGL7045 reports first, to see how much you have spent during the month and what your current balance is in the fund. If you have monthly expenses, you will find more detailed information for each expenditure in the UMGL7062 report.

UMGL7045:
Expenses that have been incurred during the month and charged to a particular Department ID and Fund Code are listed, with payroll expenses first and then non-payroll expenses.

- The Period to Date Actuals column shows your revenue, if there is any, and your expenses during the month. Your Direct Expenses, such as payroll, will appear first, followed by Indirect Expenses
- The Year to Date Actuals column shows the total of your expenses in each category for the fiscal year to date.
- Payroll and purchase order encumbrances are listed under Year to Date Total Encumbrances.
- Your current balance is shown in the Year to Date Budget Balance column. You will see a meaningful value in this column only where there is a non-zero value in the Year to Date Budget column. The budget balance is determined by subtracting the amount in the Year to Date Actuals column plus any amount in the Year to Date Total Encumbrances column from the Year to Date Budget column. If there is a zero in the Year to Date Budget column, you will see a negative budget balance for that line.

To find your current budget balance, look at the Total: All Expenses line in the Year to Date Budget Balance column.

UMGL7062:
Revenue transactions, if there are any, will be listed first, followed by Payroll and then Non-
Payroll transactions. The total on this report should match the UMGL7045 report.

UMGL7079:
The UMGL7079 reports will show you the amounts encumbered on the day the report was run.

**Non-sponsored Projects Reports**
Review the UMGL7047 for summary data, then look for detailed information in the UMGL7062 report. Because project/grants usually extend across fiscal years, the UMGL7047 and UMGL7062 reports for sponsored projects will show you expenses for the current month, the current fiscal year and for the life of the project/grant.

UMGL7047:
- The *Period to Date Actuals* column shows the expenses for the current month.
- The *Year to Date Actuals* column shows the expenses for the current fiscal year to date.
- The *Budget* column has values only in a few lines. Most of the lines will have a value of zero.
- The *Project to Date Actuals* column shows the total expenses since the inception of the project/grant.
- The *Total Encumbrances* column shows encumbrances for salaries and purchase orders.
- The *Budget Balance* column shows the amount remaining in the line items where there is a non-zero value in the Budget column. Lines with a zero in the Budget column will show a negative balance, since the balance is calculated by subtracting the Project to Date Actuals from the Budget.

To find your current budget balance, look at the **Total: All Expenses** line in the *Budget Balance* column.

UMGL7062:
This report lists Revenue transactions, if there are any, followed by Payroll and Non-Payroll expenses. The totals should match the totals in the UMGL7047 report.

UMGL7079:
The UMGL7079 will show encumbrances for salaries and purchase orders on the day the report was run.

**Sponsored Projects**
Review the UMGM7047 for summary data, then look at the UMGM7062 for detailed information. Because project/grants usually extend across fiscal years, the UMGM7047 and UMGM7062 reports for sponsored projects will show you expenses for the current month, the current fiscal year and for the life of the project/grant.

UMGM7047:
- The *Proj/Grant Budget* will show a budget amount in some, but not all, lines. Direct
Expenses are listed, followed by Indirect Expenses.
- The Period to Date column shows the current month’s expenses.
- The Fiscal Year To Dt column shows the total of expenses for the current fiscal year.
- The Project To Date column shows the total expenses since the beginning of the grant.
- The Req/Encumbrance column shows current encumbrances.
- The Balance Remaining shows the amount left in the grant.

To find your current budget balance, look at the Total Direct & Indirect Expenses line in the Balance Remaining column.

**UMGM7062:**
This report lists Payroll, Non-Payroll and Budget transactions. The total should match the UMG7047 report.

**UMGM7079:**
This report will show salaries and expenses encumbered on the date the report was run.

## Navigation

**Log into Finance 9.1 Production**

Navigate to [www.umb.edu/it](http://www.umb.edu/it).

Under Getting Services on the left, click on Campus Administrative Systems. **Bookmark** this page as a Favorite in your browser.

In the center of the page, click on Finance 9.1 Production.

Enter your campus email user ID (firstname.lastname only) and your email password.

Select the Boston campus.

Click Login.

You will be on the home page of PeopleSoft Finance 9.1 Production.

Click on Main Menu at the top left, click on Reporting Tools, then Report Manager. The Report Manager will appear.
Enter Search Criteria to Locate Your Reports

1. Click on the **Administration** tab.
2. **In the field between Last and Days, which defaults to 1, enter 10** or a number large enough to give you the month you want if you are looking for older reports. Going forward from December, 2013, each month’s reports will be retained up to a maximum of thirteen months. By January of 2015, a full calendar year’s worth of 2014 reports will be available in the Report Manager.
3. Click on the **Folder** dropdown menu and select the category of report you want. You will have access only to those reports starting with **B**.
   ✔ Click **Refresh** – or you will never see your reports!

5. The links to the reports will be listed. Note that the file name includes the date the report was generated.
View Reports

Open a Report in a New Window
You must allow pop-ups for this web page. If the report does not open, look for a message on your screen concerning pop-ups.

If you are using Internet Explorer, you must have Adobe Reader installed. If you are using Firefox, the report will open by default in Firefox's document viewer.

Click on the link to the report you wish to view. The report will open in a new window. As the example below shows, at the top center and left of the document you will see:

- The name of the report
- The Business Unit: UMBOS
- The fiscal year
- The accounting period, starting with 1 for July and ending with 12 for June.
- The Fund Code
- For departmental accounts, you will see the Department ID and name, and the Department Manager.
- For grants you may also see the Principal Investigator, Granting Agency, Project/Grant identifier and Project Title.
Find a Section of the Report
Navigation, zoom and search functions vary depending on which web browser you are using.

Internet Explorer
If you point your mouse to the bottom of the page, the Adobe Reader toolbar will appear.

Click on the buttons in the toolbar, from left to right, to:
- Save the report.
- Print the report.
- Move to the previous page.
- Move to the next page.
- See the page number of the current page and the total number of pages in the report.
- Reduce the size of the display.
- Increase the size of the display.
- Display the Adobe Acrobat toolbar at the top of the page.

To search for and move directly to a particular fund or other item:
- **Right click** anywhere in the report. A menu will appear.
- Click on **Find** in the menu. A selection box will appear:

![Search Box]

- Type your search criterion and press the Enter key.
- The first page containing your search criterion will appear, with the search criterion highlighted.
- To move to a later or a previous instance, press the Enter key again or use the arrow keys in the search box..

Firefox
By default Firefox will open the report in its own document viewer instead of in Adobe Reader. Viewing and navigation functions are available from left to right in toolbars at the top of the page.
document:

- Go to previous page.
- Go to next page.
- Enter a specific page number and press Enter to move to that page.

- Zoom out.
- Zoom in.
- Click on Automatic Zoom and select a specific size.

- Switch to full-screen mode.
- Print.
- Download.
- Copy or open in a new window.
- Click the Tools option to go to the first page or to the last page and to rotate the document.

To search for and move directly to a particular fund, project/grant or other item:
- Either click at the top left corner of your screen and then click Find . . . or press CTRL – F.

- A search box will open:  

- Enter your search criterion and press the Enter key on your keyboard. The next instance of your search criterion will be highlighted.
- To move to a later or a previous instance, press the Enter key again or use the arrows in the search box.