

Report Manager - Quick Reference Guide

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.

To skip the overview, click the following web link: [Report Manager Navigation Instructions](#) (page 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.

**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 Reports

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 UMGM7047 report.

UMGM7079:

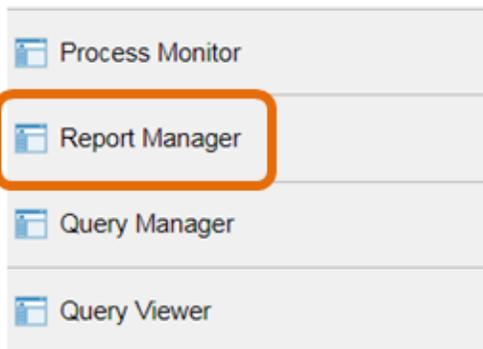
This report will show salaries and expenses encumbered on the date the report was run.

Navigation Instructions

1. Log into Finance Production (via [UMass Connect website](#)) with your User ID and password.
2. Select the **Reporting** tile from the Financials page.



Then click on **Report Manager** from the left side menu.

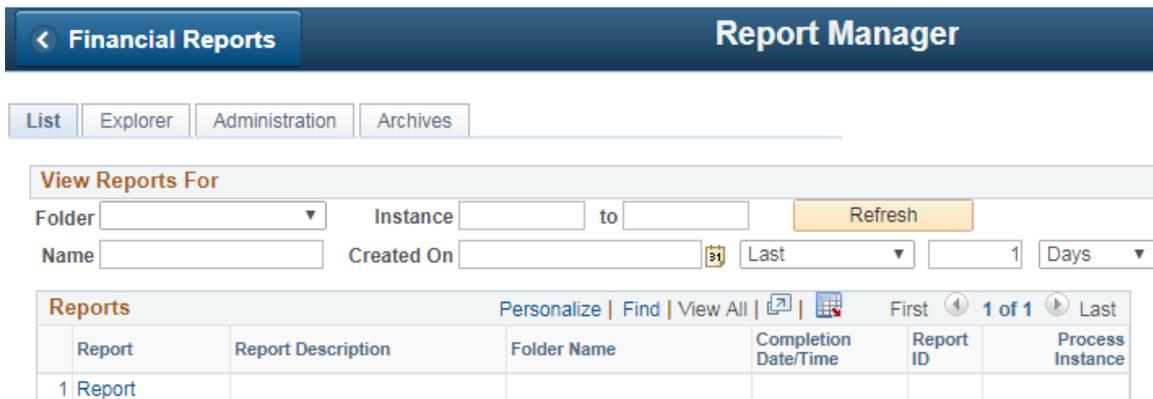


Or,

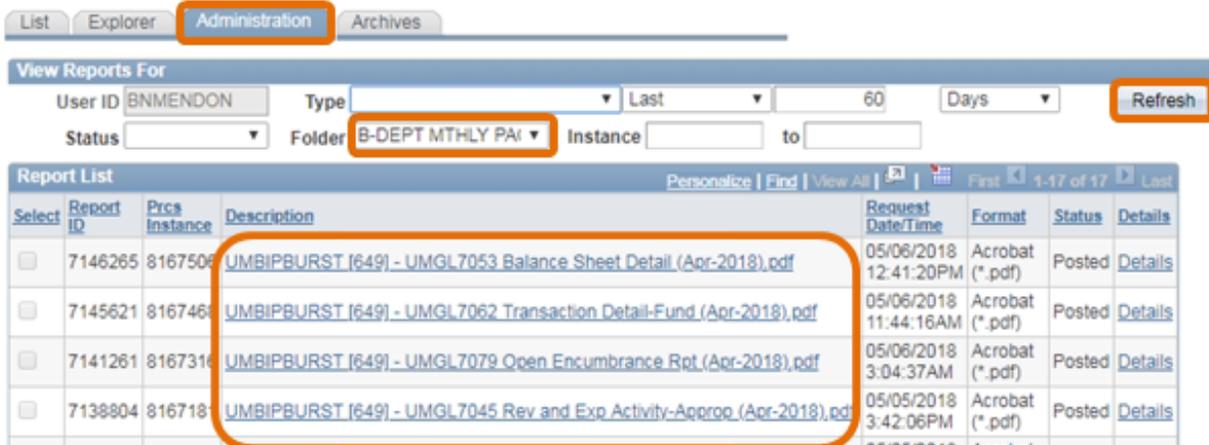
Select the **NavBar** at the top right of the screen, and navigate to:

Navigator >> Reporting Tools >> Report Manager

(same navigation as Finance 9.1)

A screenshot of the "Report Manager" web application interface. At the top, there is a dark blue header bar with a back arrow and "Financial Reports" on the left, and "Report Manager" on the right. Below the header is a navigation bar with tabs for "List", "Explorer", "Administration", and "Archives". The main content area has a "View Reports For" section with a "Folder" dropdown, "Instance" and "to" input fields, a "Refresh" button, a "Name" input field, a "Created On" input field with a calendar icon, a "Last" dropdown, a "1" input field, and a "Days" dropdown. Below this is a "Reports" table with columns: "Report", "Report Description", "Folder Name", "Completion Date/Time", "Report ID", and "Process Instance". The table shows one row with the value "1 Report" in the "Report" column. At the top right of the table are links for "Personalize", "Find", "View All", and "First 1 of 1 Last".

3. Click on the **Administration** tab.
4. 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.
5. 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.
6. Click **Refresh** – otherwise the reports *will not* appear.



Viewing Reports

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.

7. Click on the link to the report you wish to view. The report will open in a new window.
8. In the header of the report 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.

Navigation, zoom and search functions vary depending on which web browser you are using.