The Personnel Expenditures report can be accessed from Reports in MyUNiverse.

- Includes budget, expense, and encumbrance information (does not include receipts and journal entries posted after 01/01/05)
- Used to determine salary savings in an account
- Access is based on the same security rules used for running other e-Business Financial Reports
- Budget and encumbrance questions should be directed to budget@uni.edu. Payroll expense questions should be directed to payroll@uni.edu

1. Login to MyUNiverse with your CatID.
2. Click Reports in your e-Business channel.
3. Click Discoverer Reports.
4. Select your financial responsibility, for example: ITS Administration, VP Admin & Finance, Biology.
5. Enter your e-Business password and click Connect.

You are connecting to OracleAS Discoverer

6. Select workbook UNI.UNIPR054D – Personnel Expenditures Summary and Detail Reports.
7. Select a worksheet:
   - The Personnel Expenditures Summary – includes summary information on budget, encumbrance, expense and line variance for all employees in an account.
   - Personnel Expenditures Detail – includes detailed budget, encumbrance, and expense information for a single budget line number.
8. Enter the budget line number (for Personnel Expenditures Detail by Line Number only).
   - 888888 line numbers are used for employee payroll charges from 1/1/05 forward that could not be matched to an existing line number in the new Budget System, such as special compensation, shift differential, and overtime; will usually show the employee’s name.
   - 999999 line numbers are used for employee payroll charges between 7/1/04-12/31/04 that could not be matched to an existing line number in the new Budget System, will usually display “Unknown name” and the legacy line number.
9. Enter the account code parameters (optional).
   - To run the report for a single account, enter the same values for each segment.
   - To run the report for a range of accounts, enter the range of values for each segment.
10. Click Go.

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.
Personnel Expenditures Summary

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Object Full Name</th>
<th>Description</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Encumbrance</th>
<th>YTD Actual</th>
<th>Line Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>113110</td>
<td>Academic Admin Salaries</td>
<td>139,267</td>
<td>139,267</td>
<td>0.00</td>
<td>0.00</td>
<td>-0.02</td>
</tr>
<tr>
<td>2</td>
<td>5110 Doe, Jane</td>
<td>Academic Admin Salaries</td>
<td>0</td>
<td>23,311.18</td>
<td>116,455.84</td>
<td>0.00</td>
<td>-348.26</td>
</tr>
<tr>
<td>3</td>
<td>55110</td>
<td>Academic Admin Benefits</td>
<td>36,659</td>
<td>36,659</td>
<td>0.00</td>
<td>0.00</td>
<td>-348.26</td>
</tr>
<tr>
<td>4</td>
<td>55110 Doe, Jane</td>
<td>Academic Admin Benefits</td>
<td>0</td>
<td>6,226.00</td>
<td>30,761.26</td>
<td>0.00</td>
<td>-348.26</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>179,921.08</td>
<td>201,257</td>
<td>146,837.10</td>
<td>-348.26</td>
<td></td>
</tr>
</tbody>
</table>

11. Click **Edit Parameters** to rerun the report for a different account or set of accounts.

Personnel Expenditures Detail by Line Number

12. Click the **Printable Page** to redisplay the page for printing; it may be necessary to switch to landscape before printing.

13. Click on **Export** to export the report to Excel.

14. Click **Preferences** to change how null values are displayed or the number of lines displayed (in the Worksheets section).