

Quick Reference Guide

# Personnel Expenditures Report

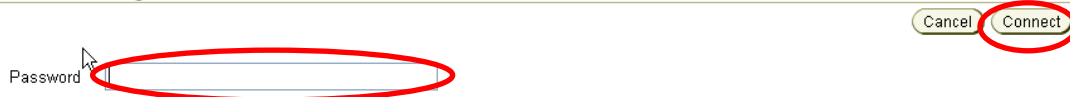
Discoverer Reports

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](mailto:budget@uni.edu), Payroll expense questions should be directed to [payroll@uni.edu](mailto: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](mailto:ebusiness-help@uni.edu).

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## Discoverer Reports

Line Number	Object Full Name	Object Description	Original Budget	Current Budget	Encumbrance	YTD Actual	Line Variance
1	103163 50110	Academic Admin Salaries	139,387	139,387	0.00	0.00	-0.02
2	50110 Doe, Jane	Academic Admin Salaries	0	0	23,231.18	116,155.84	0.00
3	55110	Academic Admin Benefits	36,659	36,659	0.00	0.00	-348.26
4	55110 Doe, Jane	Academic Admin Benefits	0	0	6,226.00	30,781.26	0.00
5			176,046	176,046	29,457.18	146,937.10	-348.28
6	100008 51010	P&S Regular Salaries	50,759	50,759	0.00	0.00	-0.04
7	51010 Panther, Joe	P&S Regular Salaries	0	0	8,459.84	42,299.20	0.00
8	56010	P&S Regular Benefits	17,410	17,410	0.00	0.00	-127.20
9	56010 Panther, Joe	P&S Regular Benefits	0	0	2,944.00	14,593.20	0.00
10			68,169	68,169	11,403.84	56,892.40	-127.24
11	100015 52110	Gnl Svc Clerical Salaries	36,937	37,678	0.00	0.00	352.45
12	52110 Smith, Mary	Gnl Svc Clerical Salaries	0	0	6,403.20	30,922.35	0.00

### Personnel Expenditures Summary

: 0011.XX.20201.XXXXX.0000.61.0000 | : Gnl Educ Fund.-ITS-Administration.XXXXX.-Institutional Support.-

Line Number	Object	Full Name	Effective Date	Reference	Description	Original Budget	Current Budget	Encumbrance	YTD Actual	Line Variance
100015	52110		01-JUL-2004		Base Budget Amount	36,937		0.00	0.00	352.45
			01-JUL-2004		Base Budget Amount		36,937	0.00	0.00	
			28-FEB-2005	Jan Merit Increase BFT Temp 012005			741	0.00	0.00	
	52110	Smith, Mary	30-JUL-2004	UNIA_PR_Expense USD	JULY PAYROLL	0	0		3,078.06	0.00
			31-AUG-2004	UNIA_PR_Expense USD	AUG. PAYROLL	0	0		3,007.30	0.00
			30-SEP-2004	UNIA_PR_Expense USD	SEPT. PAYROLL	0	0		3,024.99	0.00
			29-OCT-2004	UNIA_PR_Expense USD	OCT. PAYROLL	0	0		3,078.06	0.00
			30-NOV-2004	UNIA_PR_Expense USD	NOV. PAYROLL	0	0		3,078.06	0.00
			30-DEC-2004	UNIA_PR_Expense USD	DEC. PAYROLL	0	0		3,042.68	0.00
			31-JAN-2005	1 2005 Calendar Month	Calendar Month Payroll	0	0		3,201.60	0.00
			28-FEB-2005	2 2005 Calendar Month	Calendar Month Payroll	0	0		3,201.60	0.00
			28-FEB-2005	2 2005 Calendar Month	Calendar Month Payroll	0	0		-193.20	0.00
			31-MAR-2005	3 2005 Calendar Month	Calendar Month Payroll	0	0		3,201.60	0.00
			30-APR-2005	4 2005 Calendar Month	Calendar Month Payroll	0	0		3,201.60	0.00
			01-MAY-2005		LD Encumbrance	0	0	6,403.20		0.00
						36,937	37,678	6,403.20	30,922.35	352.45
	57110		01-JUL-2004		Base Budget Amount	14,627		0.00	0.00	47.70
			01-JUL-2004		Base Budget Amount		14,627	0.00	0.00	

### Personnel Expenditures Detail by Line Number

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

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