

Expense Summary Reports

There are 6 expense reports for your use. Three of the reports include all ledger information. They are Summary, Summary by Subcode and Summary by Account reports. The remaining three reports are also divided into Summary, Summary by Subcode and Summary by Account **but only contain ledger 2 information.**

The Expense Summary Report for all ledgers and ledger 2 information only.

Information found in these two reports is at the Department level by:

- account number and description
- function
- subcode aggregate and description
- fiscal/project year

displaying the:

- original budget
- annual budget
- current month actual
- fiscal year
- project year
- encumbrances
- budget balance available

The Expense Summary by Subcode Report for all ledgers and ledger 2 information only.

Information found in these two reports is at the Department level by:

- account number and description
- function
- subcode and description
- fiscal/project year
- subcode totals

displaying the:

- original budget
- annual budget
- current month actual
- fiscal year
- project year
- encumbrances
- budget balance available

The Expense Summary by Accounts Report for all ledgers and ledger 2 information only.

Information found in these two reports is at the Department level by:

- account number and description

- ❑ function
- ❑ subcode aggregate and description
- ❑ fiscal/project year
- ❑ account totals

displaying the:

- ❑ original budget
- ❑ annual budget
- ❑ current month actual
- ❑ fiscal year
- ❑ project year
- ❑ encumbrances
- ❑ budget balance available

Data elements and their descriptions used to create this report are listed below.

<u>Data Element</u>	<u>Data Element Description</u>
ACCOUNT DESC	Description for the FRS 6-digit account number
ACCOUNT NUM	FRS 6-digit account number
ACCOUNT PURPOSE	Reason for creation of account (Function)
ANNUAL BUDGET	Current budget, includes all revisions
BUDGET BAL AVAIL	Balance amount in budget
CM ACTUAL	Current month to date activity amount
DATA LOADED IND	Used by the software to expedite the data loading process (value=Y)
DEPARTMENT	Department number
DEPT DESCRIPTION	Department name
ENCUMBRANCES	Amount of outstanding encumbrances
FISCAL YR	Expenditure amount to date for the fiscal year
FISCAL YR 2	Current fiscal year
LOAD DATE	Date when extract was loaded into Brio
ORIG BUDGET	Original fiscal year budget amount
PROJECT YEAR	Project expenditure amount to date
SCHOOL	Unit or School number
SI SUBCODE DESC	Combines subcode with subcode description
SI SUBCODE AGG DESC	Combines aggregate subcode with the aggregate subcode description
SUBCODE AGG	Group subsidiary ledger object codes (subcodes) together (e.g. 1000=personal services)
UNIT DESCRIPTION	Unit or School name
YR END PROC	Year end processing code F=fiscal; P=project

Computed items (elements) and their descriptions used to create this report are listed below.

<u>Computed Item</u>	<u>Computed Item (Element) Description</u>
4Fyyyy	4 digit year
Actual	Actual Amounts

Fiscal/Project
Ledger Number
Ledger 2
FY
Department Rpt
Unit Rpt

Groups Fiscal and Project
Ledger Number
Groups all Ledger 2 accounts
4 digit year
DEPARTMENT
UNIT

Note: There may be other elements and computed items listed in the results section that were not used to create this report. You may find them helpful.

