Report Description

The Labor Accounting Commitment, Paid and Encumbrance Report (FIN052) is available to help Departments manage labor expenses and budgets, labor costs associated with sponsored projects and/or programs, and graduate student activities and support.

- Use with planning activities, financial reconciliations, and trend analysis on a fiscal year basis or earnings year basis.
- Contains several prompts and filters for generating specialized reports. The prompts can be used in many different combinations to produce specific information for multiple objectives.

Purpose

Basic Reports and layouts:

- **Personnel Expense Tracking**: Show individuals charged to a Chartstring with commitments and/or payments.
- **Award, Project or Program Expense Tracking**: Show individuals charged to Projects or Programs under an Award, Principal Investigator (PI), or Program Manager with commitments and/or payments.

- **Individual Profile Analysis**: Generate a profile for one or more individuals.
- **Planning/Budgeting**: Show individuals in a Home (HR) department, with commitments and/or payments.

The Report is automatically generated in HTML format. Also available in PDF, Excel 2007 Format, Excel 2007 Data extract, and CSV data.
Key Information

The Steps below show how to generate the basic Reports. Prompt Definitions are outlined on page 3.

Personnel Expense Tracking: Show individuals charged to a Chartstring with Commitments and/or Payments.
1. Select the **Date Options**: **Earnings Year** or **GL Fiscal Year**, and **Date Range**.
2. Select the **Data Grouping and Summarization Option**: **View by Chartstring**, **Total by Year** or **Total by Period**.
3. Select the **Transaction Output**.
4. Select the **chartstring**.
5. Scroll to the top or bottom of the prompt screen, and press **Run**.

Award, Project or Program Tracking: Show individuals charged to Projects or Programs under a Award, Principal Investigator (PI) or Program Manager.
1. Select the **Date Options**: **Earnings Year** or **GL Fiscal Year**, and **Date Range**.
2. Select the **Data Grouping and Summarization Option**: **View by Chartstring**, **Total by Year** or **Total by Period**.
3. Select the **Transaction Output**.
4. Input **Award** or **PI** or **Program Manager**. If **PI** or **Program Manager** specified, choose the **PI Transaction Output**.
5. Scroll to the top or bottom of the prompt screen, and press **Run**.

Individual Profile Analysis: Generate a complete profile for one or more specified individuals.
1. Select the **Date Options**: **Earnings Year** or **GL Fiscal Year**, and **Date Range**.
2. Select the **Data Grouping and Summarization Option**: **View by Person**, **Total by Year** or **Total by Period**.
3. Select the **Transaction Output**.
4. Select the **Person(s)** by name or emplid. For a partial set of distributions, enter the desired chartstrings and/or earnings codes.
5. Scroll to the top or bottom of the prompt screen, and press **Run**.

Planning/Budgeting: Show individuals in a Home (HR) department, with Commitments and/or Payments.
1. Select the **Date Options**: **Earnings Year** or **GL Fiscal Year**, and **Date Range**.
2. Select the **Data Grouping and Summarization Option**: **View by Person or by Chartstring**, **Total by Year** or **Total by Period**.
3. Select the **Transaction Output**.
4. Input your Home (HR) **Department** in the **Home Department** field.
5. Scroll to the top or bottom of the prompt screen, and press **Run**.
Prompt Definitions

- **Date range:**
  - **Earnings Year and Period** - data based on when the work effort was or is to be performed, regardless of the Accounting period. Earnings Year may be preferable for expense planning.
  - **GL Fiscal Year and Period** - data based on the Accounting period in which a Payment was posted.
  - **Note:** To evaluate remaining Encumbrances for an chartstring, select Earnings Year and Period.

- **Data Grouping and Sumarization Options**
  - **View by Chartstring** groups results by chartstring.
  - **View by Person and Home Department** groups results by person. Available only with the Earnings Year and Period Date Option.
  - **Total by Year** for Yearly Summary data or **Total by Period** for monthly Detail data.

- **Transaction Output**
  - **All Commitment, Paid & Encumbrance** - Commitments, Payments and Encumbrances.
  - **Commitments Only** - Commitments only (regular salary and stipends). No Encumbrance information.
  - **Paid & Transfer Only** - Payments to-date information. No Encumbrance information.
  - **All Earnings** - regular salary payments and overtime & special payments.
  - **Committed Earnings** - regular salary and stipend payments only. Note: Encumbrances associated with regular salary Commitments and Payments only.
  - **Uncommitted Earnings** - Casual wages, Overtime, Accrued Vacation and other special payments.

- **Charged Department** – the ChartField department.
- **Home Department** – View individuals in your Home (HR) department only
- **Award** – the AWDxxxxxxx number
- **PI/Program Manager** – Principal Investigator or Program Manager
- **Staff Class** - View results for a specific Staff Class (more than one may be selected).
- **Earnings** - View results for specific earnings such Faculty Summer Salary or Accrued Vacation.
- **Academic Term** – View results by Academic Term. In addition, check **Show Academic Year and Term** if you would like the Academic Year and Term columns populated for Excel Extract or CSV data.

View the [Commitment, Paid and Encumbrance Output Guide](#) for a detailed view of report columns and layouts. CSV and Excel Extract provide additional fields.