WebLinks Financial Summary Reports

Fund Summary	Selections from the Fund Summary report provide you with a snap shot of the fund balance as of the date selected. You may sort the report by PI (Principal Investigator). Drill down is available to various levels of details for unexpended balance, revenue, and expenditure NCAs. → Fund Summary reports are on a fiscal year basis (July-June). Therefore, when comparing Fund Summary reports with other reports that contain “cumulative” data for multi-year funds, results can be misleading if prior fiscal year transactions are not included. → This report includes unexpended balance and revenue NCAs, which is important to the financial analysis performed on the fund. → When accessing the Fund Summary for funds that have multiple DPAs that cross departments, only the owner of the fund can retrieve all DPAs linked to that fund, whereas non-owners can only retrieve their DPAs that are linked to the fund. → If you own the fund, the Fund Summary will show Unexpended Balance and Revenue NCAs under “DPA Not Used.” This information is important to the financial analysis performed on the fund.
DPA Summary	Selections from the DPA Summary report provide you with a cumulative history of expenditures from a DPA perspective. If you select DPA Summary by NCA Group, your report totals for each DPA will match the Expenditure Summary by NCA Group (if your selection criteria are the same). Drill down is available to various levels for expenditure NCAs. → This report does not include unexpended balance and revenue NCAs. Transactions under the “DPA NOT USED” category, as well as balance sheet and revenue recorded with a DPA, will not be included in the report total. → When accessing DPA Summary, all funds that are linked to the specific DPA, to which you have access, will be displayed whether you own the funds or not. → Both the DPA Summary and Expenditure Summary by NCA Group include Prior Year totals.
Revenue Summary	Selections from the Revenue Summary report provide a fiscal year-to-date summary of revenue transactions by Fund, DPA or NCA. → Revenue NCAs are in the 300000 series. → Revenue transactions can be processed with or without a DPA. When accessing the Revenue Summary by Fund report, do not specify DPA(s) to obtain ALL transactions, both with AND without DPAs (“DPA NOT USED” category). → When selecting an “As of Date,” the report includes a Balance Forward amount that represents the cumulative fiscal year data prior to the selected month. Current month transactions are listed individually. → When you drill down to GL Transaction Detail, you can only view the current month detail. For a complete picture of revenue transactions, run the GL Transaction detail and include a range of periods for the desired months.

WebLinks Financial Summary Reports	
Balance Sheet Summary	Selections from the Balance Sheet Summary report provide a listing of the fiscal year-to-date balance sheet activity by NCA, Fund, and DPA. → Balance Sheet NCAs are in the 100000 series. → Balance Sheet transactions can be processed with or without DPA. When accessing the Balance Sheet Summary report by NCA, specify Funds or Fund ranges, but do not specify DPA(s) to obtain ALL transactions, both with AND without DPAs ("DPA NOT USED" category). → Run the GL Transaction Detail report for a complete picture of all transactions related to unexpended balance or other balance sheet accounts.
Expenditure Summary by NCA Group	Selections from the Expenditure Summary by NCA Group provide a cumulative history of the selected DPA/Fund by major expenditure categories such as Personnel, Non- Personnel and Indirect Cost primarily for sponsored projects and contracts and grants, which may run multiple years. → This report captures financial data in the expenditure NCA series between 400000-499999. It does not include unexpended balance and revenue. → The output report shows a descriptive title rather than the actual NCA code number. → Both the DPA Summary and Expenditure Summary by NCA Group include Prior Year totals. → The totals on this report will match the totals on the DPA Summary by NCA Group for the corresponding NCA Groups.
12-Month Expenditure Summary by NCA	Selections from the 12-Month Expenditure Summary by NCA allow you to produce a report that shows twelve, selected, consecutive months of financial activity by major NCA grouping. → You can use this report for forecasting, trend analysis, and the development of budgets.

WebLinks Financial Summary Reports - Status and Overdraft	
Government Contracts and Grants Report	Selections from the Government Contracts and Grants Report allow you to select and review the fund balance of government funds, including those in overdraft. This report is useful in managing government funds since it indicates actions that need to be taken (for example, transfer of expense, submission of pending expense reimbursements). The overdraft report displays all fund years of a project period in which any one fund year has a budget overrun. → You can select the following UCOP Fund Groups: - All Government Funds (Federal, State, Local) - Federal Grants (21100-33999) - Federal Contracts (25000-28999) - State Contracts (18200-18999) - Local Contracts (20600-20999)
Private, Opportunity Funds Report	Selections from the Private, Opportunity Funds Report allow you to select and review the fund balance of private and opportunity funds, including those in overdraft. This report is useful in managing private funds since it indicates actions that need to be taken (for example, transfer of expense, submission of pending expense reimbursements). The overdraft report displays all fund years of a project period in which any one fund year has a budget overrun. → You can select the following UCOP Fund Groups: - All Private Funds - Private Grants (57000-58999,81000-81999) - Private Contracts (59000-59999, 82000-82999) - Clinical Trials (77000-79999) - Gifts and Endowments (04xxx-09xxx, 34100-39999, 40000-56999) - Opportunity Funds (05397, 07xxx, 09xxx)
General and Specific State Funds Report	Selections from the General and Specific State Funds Report allow you to select and review the fund balance of all general and specific state funds, including those in overdraft. This report is useful in managing government funds since it indicates actions that need to be taken (for example, transfer of expense, submission of pending expense reimbursements). The overdraft report displays all fund years of a project period in which any one fund year has a budget overrun. → You can select the following UCOP Fund Groups: - All General and Specific State Funds - General Funds (199xx) - General State (180xx, 205xx) - Specific State (18xxx, 205xx)
All Other Funds Report	Selections from the All Other Funds Report allow you to select and review the fund balance of sales and service, educational fees, and reserve funds including those in overdraft. This report will assist you in financial management and financial status reporting. → You can select the following UCOP Fund Groups: - All Sales, Service, Educational Fees, Reserves - Sales and Service (6xxxx, 7xxxx) - Educational Fees (20000-20399) - Reserves (75xxx-76xxx)

WebLinks Financial Detail Reports	
GL Transaction Detail	Selections from the GL Transaction Detail report provide a complete picture of all transactions in unexpended balance, revenue, and expenditure NCAs. It is recommended for all funds. This report can be run for a single period or a range of periods. Sub-totals are provided according to your Sort/Total option. → This is the most commonly used report for financial reconciliation, including tracking payments/cash receipts, STIP financial posting, STIP appropriation, gift assessment fees, disbursement activities/vendor payments, recharge activities, encumbrance activities, and budget appropriations/adjustments as well as expenditures. → For funds effective prior to July 1, 1997, converted re-appropriation will affect the results on this report for your “Budget” column. However, the total for the “Financial” column will be correct. Use the Expenditures Summary by NCA Group to obtain the total budget. → The selection criteria on this report must be logically thought out before requesting the report. If you are attempting to make a mirror copy of the paper expenditure ledger, certain NCA values must be excluded (NCAs 100000-199999, and 200000-399999) since **paper ledgers show expenses only**. You can limit your report by either selecting “Expense” under the pull down options for **Account Type** or by selecting an NCA range of 400000 through 499999.
Open Item	Selections from the Open Item report show transactions and balances for each Open Item Reference as of a specified month end. The report offers a choice of sort sequences and a choice of with or without aging. The aged version groups references according to the month in which their net balance was attained; 0-30 days list first, followed by 31-60 days etc., each aging range having its own subtotal. → In PeopleSoft, the status of all open items that have the same chartfields and reference changes immediately after the closing transaction has posted. The close date is not stored. Therefore, if the transaction that closes out a particular group of open items posts to the General Ledger on June 6, the entire group will have their status changed from “Open” to “Closed.” → In the WebLinks database, from June 6 through 30, the closing transaction and all others that have the same chartfields and reference show their status as “Open” until the WebLinks month-end close is run.
GL Payroll Detail	Selections from the GL Payroll Detail report provide a complete picture of all payroll transactions. This report can be run for a single period, or a range of periods. Sub-totals are provided according to your Sort/Total option. → You can use the Distribution of Payroll Expense report to prepare a detail report by Employee.
GL/Budget and Exp. Detail (Central Print)	Selections from the GL/Budget and Expenditure Detail report allow you to print a report that is identical to the “hard” copy monthly ledger centrally distributed by the Accounting Office.

WebLinks Financial Detail Reports	
Accounts Payable	Selections from the Accounts Payable report provide a list of vouchers for your department that match your selection criteria. You can find out whether a vendor has been paid or is scheduled to be paid. You can verify if a vendor's check has cleared the bank. You can also determine the status of a payment for a check request or a reimbursement → You can create a list of invoices on hold by using the **Hold Status** criteria and a list of invoices that are in the system but not yet paid by using **Accounting Entry Status**. → Departments should regularly use the Accounts Payable report to select transactions in HOLD Status. Vouchers with hold reason AVP have been sent to the department for approval, and Accounting is awaiting their return before payment can be made. → Selection criteria are additive (and, not or). A voucher is not selected if it does not meet all the selection criteria.
Purchase Order	Selections from the Purchase Order report provide a list of materiel management purchase orders for your department, which match your selection criteria. Use the Purchase Order report to verify the NCA/Fund-FY/DPA/Program Code charged on a purchase order line, to determine if the PO was sent to the vendor, or to validate line items. → Selection criteria are additive (and, not or). A purchase order is not selected if it does not meet all the selection criteria.
Distribution of Payroll Expense	Selections from the Distribution of Payroll Expense report (DPE) provides a list of the gross earnings and UC-paid benefits for a group of employees. Sub-totals are provided according to your Sort/Total option. This report looks like the monthly DPE report sent to the departments by Campus Accounting. Departments can use this report to look up payroll expenses for an employee who has distributions for their department, even when it is not the home department. → You can use this report to reconcile monthly payroll expenditure to the departmental budget or roster. → You can verify payroll transfers were made and vacation transfers were completed for an employee who transferred to another department. → You can use the DPE report to monitor funds.
Salaries and Benefits by Employee	Selections from the Salaries and Benefits by Employee report provides a summary of salary and benefits. This report has fewer columns and is more focused on the employee. Instead of the breakdown of benefits information includes total benefits, percent of benefits to total pay (gross earnings plus benefits), and total pay. → You can use this report as you would the Distribution of Payroll Expense.

WebLinks Employee Data	
Departmental Phone Listing	Selections from the Departmental Phone Listing enables you to create a list of employees for a department that includes their campus address, phone extension, and other information from the Campus Locator system. You can create lists for specific Personnel Program Codes (Professional and Support Staff, Senior and Management, or Academic) and limit the list to a specific Title Code or range of Title Codes. → The list includes any employee who has an appointment distribution charged to the department. → The Departmental Phone List is available to anyone with WebLinks access. → By using the Title Code selection criteria, you can create a phone list of groups of employees with the same or similar title codes (for example, professors, in-residence personnel, or programmers). → You can download the phone list to Excel to further manipulate the information or add additional columns.
WebLinks Campus Directory Center	
Finding People at UCSF	You can use Finding People at UCSF to look up an employee in Campus Locator to obtain their email addess, campus address, phone number, fax number, and title. → You can key a partial value in name or place a % in front of the partial value and receive a list of employees that match your partial criteria.