

## Overview

Users are typically required to perform various weekly, monthly and quarterly financial reviews in relation to the fiscal year progress of their school or department. These financial reviews are necessary to identify financial transactions that may need to be adjusted or modified and financial variances that may need to be analyzed. ARC and FDS provide a number of useful reports to assist with this work. This job aid provides guidance regarding the most frequently used FDS reports available for such fiscal year lifecycle activities.

## At a Glance

Fiscal Year Process	When	Primary Report to Use
Comparison of budget to actuals to assess account balances and review any anomalies. Also, to confirm monthly closing actions	At least monthly and quarterly	<b>ChartField Detail Statement</b> (can also use COB Operating Summary)
Transaction reconciliation and to review all account activity (including Fund Balance accounts)	Weekly and monthly (before end of month so corrections will hit current period)	<b>Trial Balance by Account Detail</b> (can also drilldown in ChartField Detail Statement or ChartField Transaction Statement)
Monitor fund balance activity to check expenditures/revenues against available funding	Monthly, quarterly and yearly	<b>Project Summary Statement</b>
Encumbrance Maintenance	Monthly, quarterly and yearly	<b>Purchase Order Open Commitment</b> (can also use ChartField Detail Statement)
Salary Monitoring	Monthly, quarterly and yearly	<b>Payroll Summary Statement Payroll Detail Statement</b>

## Key Reports

### ChartField Detail Statement

#### *Description*

The ChartField Detail Statement provides information on fiscal year-to-date financial activity for budget versus actuals, commitment/encumbrance balances as well as prior fiscal year balances. The report parameters allow users to run the report at the department, project, initiative, segment, site and function levels (or any combination of these ChartFields). The entire ChartField is included in the report results. Users are also able to drill down to transaction detail for each account in the ChartString from either the “Month” or “Year” column. Actuals are compared to both current budget and prior year amounts, along with information for encumbrances and pre-encumbrances.

#### *Comparable DARTS Report*

Depending on how the ChartField Detail Statement report is used, it is similar to the DARTS General Ledger Statement (if ran for a project account), Sub-ledger Summary Statement (if ran by initiative or segment), or Rollup report (if ran by department).

#### *Key Data Needed to Run Report*

Will need department or project numbers. (It helps to choose Department Filter & Roll-Up then Specific Department to select range). Also could use initiative, segment, site and function ChartField values.

#### *Where to Find Key Data*

Crosswalk Tool or Department Tree. Senior Business Officer in your group may also be able to provide this information.

#### *Key Fields to Review and Related Actions*

Although the report provides fiscal year-to-date account balances, users can drilldown on the account totals in either the “Month” or “Year” columns to see transactional data. This report is also useful for comparing budget versus actuals. The report shows an overview of balances for actuals, prior year, budget, encumbrances and pre-encumbrances. Users can drill down to see prior year, budget, encumbrance and pre-encumbrance data. Open (“in-flight”) vouchers (PO and non-PO) which have been successfully budget checked but not approved and posted to the General Ledger are contained within the “Open Vouchers” column.

#### *Tips and Advice*

Drill-down capabilities are a very useful feature of this report. Clicking on any blue number (hyperlink) will open a drilldown report showing the transactions that make up that number. When selecting a department, enter values in both the Department Rollup and Department sections.

*Printing:* Since the ChartField Detail Statement report is wider than a typical screen page, it’s challenging to connect left category columns with center financial columns once printed. It is therefore best to download the report into Excel, hide unneeded columns, highlight key sections and then print your selection. Information on how to download reports to Excel can be found [here](#).

#### **Trial Balance by Account Detail**

##### *Description*

The Trial Balance by Account Detail report can be used to review transaction details across multiple accounts, departments or projects. The report allows users to confirm the appropriateness of expenditures for reconciliation purposes. Year-to-date transactions are shown, as well as totals for an account or a range of accounts (i.e. 6000-6999 expenses). This report can be further filtered by department, project, initiative, segment, site, or any combination of these ChartFields.

#### *Comparable DARTS/Legacy Reports*

DARTS Detail Statement or Data Warehouse FAS Sub-code Analysis report

*Key Data Needed to Run Report*

Users can search for data at different ChartStrings. At a minimum, users should know the department, project and account range. Initiative, segment, site, or any combination of these ChartFields may also be used. See Tips and Advice below. To view full fiscal YTD, choose 00-Beginning Balance in the “FROM Accounting Period” parameter field.

*Where to Find Key Data*

Crosswalk Tool or department’s chart of accounts data

*Key Fields to Review and Related Actions*

This report is helpful to users who need to scan through all expenses and revenue transactions including Internal Transfers. Users should review the “Transaction Description/Vendor”, “P-Card Merchant”, “PO#”, “Invoice ID” to verify correctness of data. Also review year-to-date transactions that make up the balances.

*Tips and Advice*

It is a good idea to narrow down selection parameters with department, project, initiative, segment, site, or any combination of these ChartFields. If only one parameter is used, the report may take a very long time to run, especially for a user who has access to a large department or multiple departments. If uncertain about various codes used in individual transactions (i.e. Internal Transfers), click [here](#) for a list of resources. For current year activity for revenues or expenses (similar to DARTS SL statements), filter by any ChartField. There is also a Print Friendly version of this report.

**Project Summary Statement**

*Description*

The Project Summary Statement (found in the ChartField Statements folder in Infoview) is similar to the ChartField Detail Statement but does not include the entire ChartString in the report. Users are able to navigate to the ChartField Detail Statement, ChartField Transaction Statement, Payroll Summary Report and Payroll Detail Report from the Project Summary Statement report. This report is used to review balances for a specific project and can be further filtered for transactions in a specific department. Actuals are compared to budget and prior year, and there is also information on encumbrances and pre- encumbrances.

*Comparable DARTS Reports*

DARTS Account Summary Statement, General Ledger Statement or Roll-up Report

*Key Data Needed to Run Report*

This report requires a project number. The department number is optional. However, you may want to include a Department Number if you wish to filter further, i.e. if multiple departments are using funds related to this project. (It helps to choose Department Filter & Roll-Up then Specific Department to filter.) For large projects, it may help to filter by Initiative (i.e. all faculty) or Segment (i.e. individual professor).

*Where to Find Key Data*

Crosswalk Tool or Query CU\_GL\_PROJ\_BY\_DEPT

*Key Fields to Review and Related Actions*

This report shows an overview of balances for actuals, prior year, budget, encumbrances and pre-encumbrances. User can compare actual to budget, analyze trends for last year versus current year, and forecast expenses with encumbrances/pre-encumbrances. Open (“in-flight”) vouchers (PO and non-PO) which have been successfully budget checked but not approved and posted to the General Ledger are contained within the “Open Vouchers” column.

*Tips and Advice*

This report shows an overview of balances for a specific month. Users can navigate to next/previous month using links on top of the report page. Users can also utilize links at the top of the report to navigate to reports that will show transactional and payroll information. Also, see [Project Lifecycle Financial Reports](#) job aid.

**Purchase Order Open Commitment Report**

*Description*

The Purchase Order Open Commitment Report enables user to see all PO open commitments for selected ChartFields. Use this report to review balances on individual purchase orders, outstanding open commitment amounts, YTD cumulative expenses and total merchandise amounts

*Comparable DARTS/Legacy Reports*

FFE Open Commitments Report, DARTS Account Summary Statement, & FinSys Change Order Module data

*Key Data Needed to Run Report*

Department # or Department Roll-Up Info

*Where to Find Key Data*

Crosswalk Tool or Department Tree Crosswalk

*Key Fields to Review and Related Actions*

Users will find many fields useful, depending upon reason for running report but in particular, PO# will be helpful for searching in ARC for the actual Purchase Order; PO Merchandise Amount is helpful for analyzing state of open purchase orders. Open (“in-flight”) vouchers (PO and non-PO) which have been successfully budget checked but not approved and posted to the General Ledger are contained within the “Open Vouchers” column.

*Tips and Advice*

When entering report parameters, inconsistent information (i.e. entering a department # you don’t have access to), will result in blank results. There is also a Print Friendly version of this report.

**Payroll Summary Statement**

*Description*

The Payroll Summary Statement enables user to see a variety of salary related amount totals by individual employee within a requested parameter range. Use this report to review employee information, salary information by account (with description) and Combo Code, as well as project activity, salary and fringe

amounts to date both by fiscal year and project year (if applicable).

*Comparable DARTS Reports*

Payroll Summary Report, Payroll Detail Report, and Employee Reports

*Key Data Needed to Run Report*

You will need PAD access to run this report. Department # or Department Roll-Up info is required. You may want to specify a ChartField Filter by Project, Initiative, Segment, or Site. (The non-selected options will be ignored). For sponsored projects, Project number will be especially useful. You can also search by Combo-code to view all salary payments for that field value.

*Where to Find Key Data*

Crosswalk Tool, ARC Segment, Initiative or Site Tree. Parameter entry data can also be found in PAC by navigating to a New Combo Code Request (MSS>New Combo-code Request>Find an Existing Value). Run this request by Project number to obtain Project Activity code, Initiative, Segment and other potentially pertinent ChartFields.

*Key Fields to Review and Related Actions*

Users will find many fields useful, depending upon reason for running report but in particular FTD and PTD columns to review cumulative Fringe, Salary, Encumbrances and Project Activity End. You will typically see one line per employee. To view further detail per employee, click on Payroll Detail Statement hyperlink at top of the page.

*Tips and Advice*

When entering report parameters, inconsistent information (i.e. entering a department # you don't have access to), will result in blank results. If report comes up blank, verify with your DAF whether you have PAD access.

**Payroll Detail Statement**

*Description*

The Payroll Detail Statement enables user to see a variety of salary related amount for individual employees including a breakdown of payments and activity ranges per earn code. Use this report to review employee salary payments by Project, Combo-code, Account, Project and Earn code. Period payments also show Transaction Start Date and End Date, Fringe breakouts by type (i.e. A1 & A2) and Project Activity ranges. This report is particularly useful when processing Cost Transfers in PAC.

*Comparable DARTS/Legacy Reports*

Payroll Summary Report, Payroll Detail Report, and Employee Reports. Also WebSAF Reports.

*Key Data Needed to Run Report*

You will need PAD access to run this report. Department Roll-Up and Department info is required. You may want to specify a ChartField Filter by Project, Initiative, Segment, or Site. (The non-selected options will be ignored). For sponsored projects, Project number will be especially useful.

*Where to Find Key Data*

Crosswalk Tool or ARC Toolkit trees. Project number will be useful for viewing grant salary info. The Senior Business Officer in your group may also be able to provide this information.

*Key Fields to Review after Running Report*

Users will find many fields useful, depending upon reason for running report but in particular Period Salary, Fringe breakouts, Transaction Start/ End Dates and Earn Codes.

*Tips and Advice*

When entering report parameters, inconsistent information (i.e. entering a department # you don't have access to), will result in blank results. Remember to put in both "From" and "To" values for Accounting Period. When selecting a department, enter values in both the Department Rollup and Department sections. A print-friendly version of this report also exists, but you will need to select Payroll Detail Statement – Printable from your Document List to use.

**Getting Help**

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

Or, you can contact the Service Center by phone: (212) 854-2122