
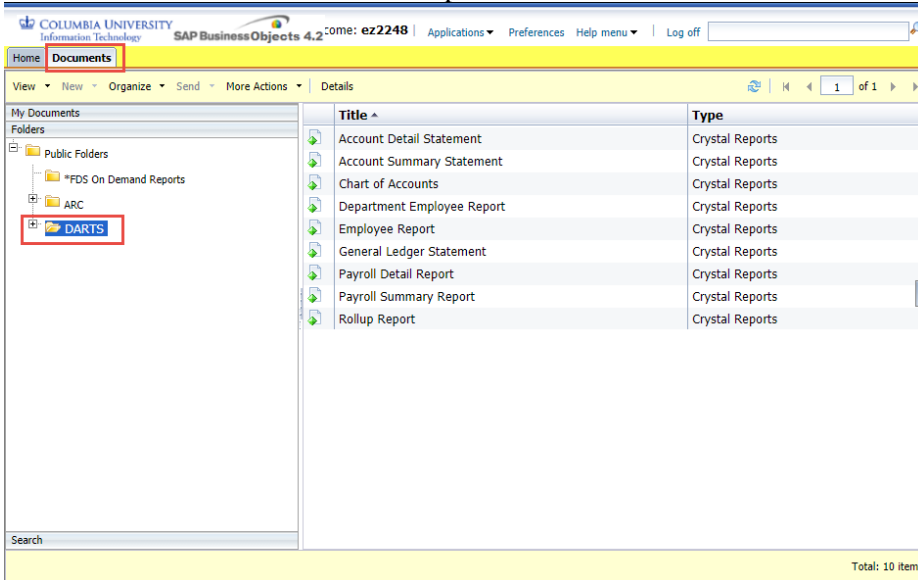


Depending on your access, you can run reports for data prior to and up to fiscal year end 2012. The reports provide only final June 30 summary data for fiscal years 1991-2001, and monthly transactional data for 2002-2012. Most of the reports are linked to one another so that when you run a report, you can navigate to previous months of the same report, drilldown to transactions, or view a different report with the same parameters. Payroll reports are also available based on your role and access.

## Accessing DARTS Reports

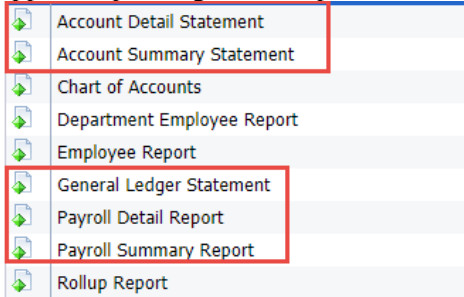
1. Log into the **ARC Portal** and click the **Go to FDS**  button. The BI Launch Pad screen appears.
2. Click the **Documents** tab from the top of the screen.



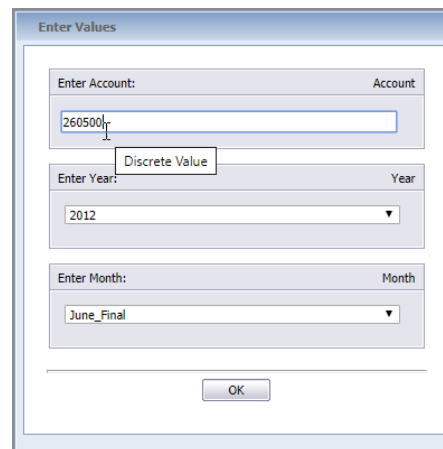
3. Click the **DARTS** folder. The right side of the window displays the reports. You can only run the reports for which you have access (Payroll reports are more restricted and require Payroll Account Detail “PAD” access.)

## Running Reports from the Documents Folder

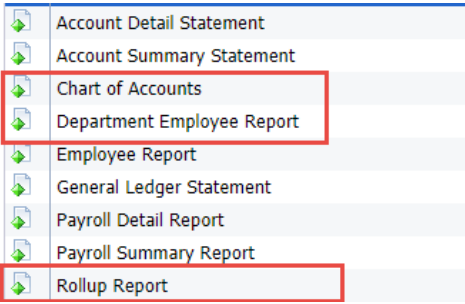
1. Double click the title from the list of available reports you want to run. Common dialog windows appear depending on the report selected.



The **Account Detail Statement**, **Account Summary Statement**, **General Ledger Statement**, **Payroll Detail Report**, and **Payroll Summary Report** use the following dialog window to Enter Values:



2. Enter the FAS Account number in the **Account** field. It must be an exact match.
3. Enter **Year** and **Month** from the respective fields.



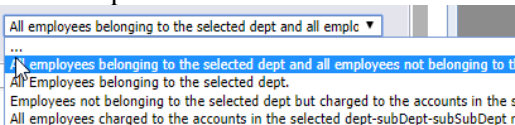
**Chart of Accounts, Department Employee, and Roll up** reports use the following dialog window to Enter Values:

The **Employee Report** uses the following dialog window:

2. Minimally, select a **Department** (FAS) from the **Department From** and **Department To** fields. If you want just one Department, select the same Department in both fields.
3. Optionally, you can also enter **Sub-Departments** and **Sub-Sub Departments**.
4. The Department Employee report contains a parameter regarding employee relationship to selected departments.

2. Enter the **UNI** for the desired employee.
3. Enter **Year** and **Month** from the respective fields.
4. Select the **Report Type** (By Account, By Earnings Code).

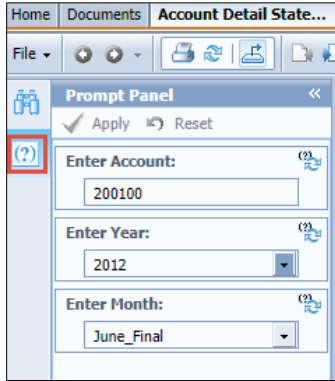
Click **OK** in the respective dialog window to run the report.



### Changing Report Parameters

After the report window opens, you can select different parameter values to run for the same report.

1. Click the **Prompt Panel** icon on the left of the report window. The fields to enter report parameter values appear.

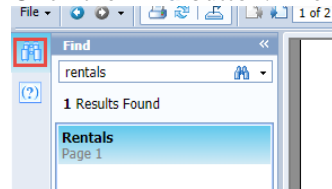


2. Enter the desired parameters.
3. Click **Apply**.

### Finding Data in a Report

You can search for labels and values within the displayed report.

1. Click the **Find** button. The Find panel appears.



2. Type a Find attribute and press **Enter**.

## Account Detail Statement

[< Previous Month](#)     [Summary Statement](#)     [Payroll Summary](#)     [Payroll Detail](#)     [General Ledger Statement](#)     [Next Month >](#)

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Account Detail Statement For June Final 2012

Account #:	260500	Department:	620-00-00	Acct Period:	07/01/89 -
Account Title:	BAKER FIELD	Map Code:	10000	Proj Period:	-
Resp. Person:	MALONE, KEVIN	Exp Func:	5000	Budget Code:	0000

Sub Code	Description	Date Input	Order Number	Transaction EC Loc Ref. 2	Offset Acct. Inv.	Budget Entries	Revenues / Expenses	Commitment Activity	Batch Ref. Date
1540	SALARY AND WAGE DIST	07/10		60	0-13110-1610		\$4,877.11		PRLJ45 0710
	<b>Weekly</b>						<b>4,877.11</b>		
1800	FRINGE DISTRIBUTION	07/10		60	2-98300-1800		\$1,624.08		PRLJ45 0710
1804	ADDL FRINGE DIST	07/10		60	2-98300-1804		\$19.50		PRLJ45 0710
	<b>Fringe</b>						<b>1,643.58</b>		
2110	CCS TELECOM AND ENER	06/25	928839	69 157302	TXN01157302		\$59.98		PCA187 0705
	<b>Supplies</b>						<b>59.98</b>		
2290	TRANSFER	06/31	TRSF	65 120502	6-47622-2290		(\$1,452.00)		J65213 0631
2290	TRANSFER	06/31	TRSF	65 120446	6-47622-2290		(\$57,322.40)		J62001 0631
2290	TRANSFER	06/31	TRSF	65 120504	2-60301-7521		(\$583.33)		J65214 0631
	<b>Supplies</b>						<b>(59,357.73)</b>		
2291	DONGLO AUTO SERVICE	06/25	928839	69 158102	TXN01158102		\$150.00		PCA187 0705

This report can be run for Sub Ledger accounts (the first number of the account is a 1 or higher).

- Hover over an **Offset Account Number** to see additional detail.

Offset Acct. Inv.	Budget Entries	Revenues / Expenses	Co
0-13110-1610		\$4,877.11	
2-98300-1800			
2-98300-1804			
TXN01157302		\$59.98	

Account Number: 013110  
 Account Description: PAYROLL CLEARING  
 Resp. Person: IOVINO, FRANK A  
 DEPT: 099-01-00

- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.

[< Previous Month](#)     [Summary Statement](#)     [Payroll Summary](#)     [Payroll Detail](#)     [General Ledger Statement](#)     [Next Month >](#)

- Click the **Summary Statement**, **Payroll Summary**, **Payroll Detail** or **General Ledger Statement** links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.

[< Previous Month](#)     [Summary Statement](#)     [Payroll Summary](#)     [Payroll Detail](#)     [General Ledger Statement](#)     [Next Month >](#)

## Account Summary Statement

[< Previous Month](#)     [Detail Statement](#)     [Payroll Summary](#)     [Payroll Detail](#)     [General Ledger Statement](#)     [Next Month >](#)

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Account Summary Statement For June Final 2012

Account #:	260500	Department:	620-00-00	Acct Period:	07/01/89 -
Account Title:	BAKER FIELD	Map Code:	10000	Proj Period:	-
Resp.Person:	MALONE,KEVIN	Exp Func:	5000	Budget Code:	0000

Sub Code	Description	Actual To Date			Outstanding Commitments			Budget Bal Aval	% Used
		Budget	This Month	Fiscal Year	Project	Bal Before Commitments	Std Com		
	Total Weekly	248,799	4,877	249,775		(976)		(976)	100
	Total Overtime	36,050		23,003		13,047		13,047	64
	Total Salaries	284,849	4,877	272,778		12,071		12,071	96
	OFFICERS OF ADMINISTRATION	96,151		123,262		(27,111)		(27,111)	128
	Total Salaries - Other	4,635		2,118		2,517		2,517	46
1800	FRINGE BNFTS-DISTR	126,873	1,624	132,569		(5,696)		(5,696)	104
1804	ADDL NONGRANT FRINGE	1,524	20	1,592		(66)		(66)	104
	Total Fringe	128,397	1,644	134,161		(5,764)		(5,764)	104
	S, W & F (1000-1900)	514,032	6,521	532,319		(18,287)		(18,287)	104
2100	SUPPLIES & MATER-UND			2,065		(2,065)		(2,065)	

This report can be run for Sub Ledger accounts (the first number of the account is a 1 or higher).

- Click a **Subcode** to open the Transaction by Subcode Report. See the section on how to work with the *Transaction by Subcode* Report.
- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.

<a href="#">&lt; Previous Month</a>	<a href="#">Detail Statement</a>	<a href="#">Payroll Summary</a>	<a href="#">Payroll Detail</a>	<a href="#">General Ledger Statement</a>	<a href="#">Next Month &gt;</a>
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- Click the **Detail Statement**, **Payroll Summary**, **Payroll Detail** or **General Ledger Statement** links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.

<a href="#">&lt; Previous Month</a>	<a href="#">Summary Statement</a>	<a href="#">General Ledger Statement</a>	<a href="#">Next Month &gt;</a>		
<a href="#">&lt; Previous Month</a>	<a href="#">Detail Statement</a>	<a href="#">Payroll Summary</a>	<a href="#">Payroll Detail</a>	<a href="#">General Ledger Statement</a>	<a href="#">Next Month &gt;</a>

## General Ledger Statement

< Previous Month SL Account Numbers Next Month >

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### General Ledger Statement For June Final 2012

Account #:	016002	Department:	880-00-00	Acct Period:	
Account Title:	DINING SERV FUND BAL	Map Code:	16002	Proj Period:	
Resp. Person:	ARMSTRONG,STEPHANIE	Exp Func:		Budget Code:	0000

Acct Ctrl	Description	Date Input	Ref.1	Transaction EC Loc Ref.2	Offset Acct Or Beg Balance	Previous Miha Balance	Current Miha Activity	Current Balance	Batch Ref. Date
1100	TOTAL CASH				(\$107,812.96)	1,287,955.47	(1,191,213.88)	96,741.59	
1350	ACC. CREDIT CARD	0631	JUNFIN	65 FY12	3-88211-0871		1,348.85		J880E8 0631
1350	ACC. CREDIT CARD	0631	JUNFIN	65 FY12	3-88310-0871		273.88		J880E8 0631
1350	ACC. CREDIT CARD	0631	JUNFIN	65 FY12	3-88610-0871		227.88		J880E8 0631
1350	TOTAL OTHER RECEIVABLES					31,687.32	1,849.81	33,517.13	
1500	TOTAL INVENTORY BALANCE							141,406.03	
1650	TOTAL PREPAID EXP & DEFER					(0.05)		(0.05)	
2190	REV. EXPENSE ACC	0631	JUNFIN	65 FY12	3-88610-2213		44,100.00		J880E8 0631
2190	TOTAL OTHER PAYABLES					(66,791.72)	44,100.00	(22,691.72)	
2290	DEFER REVENUE: IEARN	0631	JUNFIN	65 FY12	3-88610-0842		(633.75)		J880DV 0631
2290	DEFER REVENUE IEARN	0631	JUNFIN	65 FY12	3-88610-0842		(363.00)		J880DV 0631

This report can be run for General Ledger accounts (the first number of the account is a zero).

- Click an account from the **Acct Ctrl** column to open the GL Statement drilldown report.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### General Ledger Statement For June Final 2012

Account #:	016002	Department:	880-00-00	Acct Period:	
Account Title:	DINING SERV FUND BAL	Map Code:	16002	Proj Period:	
Resp. Person:	ARMSTRONG,STEPHANIE	Exp Func:		Budget Code:	0000

Acct Ctrl	Description	Date Input	Ref.1	Transaction EC Loc Ref.2	Offset Acct	Amount	Current Balance	
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88212-2171	\$1,143.01	J88063	0104
1500	ACC: WAITZ TUMBLER 0104		DEC11	65 FY12	3-88900-2294	\$5,385.00	J88063	0104
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88611-2171	\$1,427.00	J88063	0104
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88911-2171	\$91.00	J88063	0104
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88211-2171	\$815.00	J88063	0104
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88300-2171	\$637.00	J88063	0104
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88610-2171	\$3,713.00	J88063	0104
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88320-2171	\$140.00	J88063	0104
1500	ACC: PAPER INVENTORY 0104		DEC11	65 FY12	3-88310-2171	\$707.00	J88063	0104
1500	ACC: FOOD INVENTORY 0104		DEC11	65 FY12	3-88210-2210	\$7,148.00	J88063	0104
1500	ACC: FOOD INVENTORY 0104		DEC11	65 FY12	3-88310-2210	\$2,646.00	J88063	0104
1500	ACC: FOOD INVENTORY 0104		DEC11	65 FY12	3-88300-2210	\$4,918.00	J88063	0104
1500	ACC: FOOD INVENTORY 0104		DEC11	65 FY12	3-88212-2210	\$12,586.00	J88063	0104

- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.

< Previous Month SL Account Numbers Next Month >

- Click the **SL Accounts Numbers** link to open view a list of the Sub Ledger Accounts.

< Previous Month SL Account Numbers Next Month >

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Account Pick List For Summary Statement For June Final 2012

Account #:	016002	Account Title:	DINING SERV FUND BAL
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Line #	SL Account #	Account Title	Resp. Person	Dept. #	Ac End Date
1	380076	HARMONY HALL A/Y	ARMSTRONG,STEPHANIE	800-01-00	
2	380077	HARMONY HALL SUMMER	ARMSTRONG,STEPHANIE	800-02-00	
3	388000	CENTRAL OFFICE	ARMSTRONG,STEPHANIE	880-01-00	
4	388001	DEBT SERVICE	ARMSTRONG,STEPHANIE	880-00-00	

## Chart of Accounts

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Chart of Accounts

Account	ARRA	Description	Resp Person	Dept	CUADS	Exp	YE	SDate	EDate	MapCd	D	F	BudC	SCL	Dist1	Dist2	FG	Rev	PDate	PE
018700	N	PRIOR YR CARRYFWD	HANDS,STEPHEN T.	001-00-00			F	07/01/1999	01/01/1900	16700	0	0	1000	50	999RA	999RA	14		01/01/1900	010
018807	N	CITI GLOBALIZATION	HANDS,STEPHEN T.	001-00-00			F	07/01/2010	01/01/1900	18607	0	0	3000	50	999RA	999RA	14		01/01/1900	010
043995	N	SHAW FAMILY GIFT	HANDS,STEPHEN T.	001-00-00	20427		F	07/01/2011	01/01/1900	43995	0	0	1000	50	999RA	999RA	21		01/01/1900	010
044434	N	PRES. DISCR. ANON	BOLLINGER,LEE C.	001-00-00	17314		F	07/01/2007	01/01/1900	44434	0	0	0000	50	999RA	999RA	21		01/01/1900	010
044547	N	MILLER FUND	BOLLINGER,LEE C.	001-00-00	19586		F	07/01/2010	01/01/1900	44547	0	0	3000	50	999RA	999RA	21		01/01/1900	010
044602	N	FINANCIAL AID GIFTS	BOLLINGER,LEE C.	001-00-00	19052		F	07/01/2009	01/01/1900	44602	0	0	1000	50	999RA	999RA	21		01/01/1900	010
048501	N	PRESIDENT'S FUND	HANDS,STEPHEN T.	001-00-00			F	07/01/1989	01/01/1900	48501	0	0	0000	50	999RA	699AB	25		01/01/1900	010
048504	N	DELACORTE (G.T) FUND	BOLLINGER,LEE C.	001-00-00			F	07/01/1989	01/01/1900	48504	1	0	0000	50	999RA	999RA	25		01/01/1900	010
053657	N	JACOBS FUND	EGGERS,SUSAN G.	001-00-00			F	07/01/2010	01/01/1900	53657	0	0	2100	50	999RA	999RA	25		01/01/1900	010

- The Column Headings are clickable to sort the data in alphanumeric order by the selected column.
- Click the **Account** number to view either the General Ledger Statement Report (if the account number begins with a **0**) or the Account Summary Statement Report (if the first number is **1 or higher**).

## Rollup Report

< Previous Month Account Numbers Next Month >

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Rollup Report For June Final 2012

Department Range: 001-00-00 to 001-99-99 Account Range: 000000 to 999999  
Subcode Range: 0000 to 9999 Budget Code Range: 0001 to 9999

Sub Code		Actual To Date					Outstanding Commitments					
MTD	YTD	Description	Budget	This Month	Fiscal Year	Project	Bal Before Commitments	Std Com	CP	Local	Budget Bal Aval	% Used
		OFFICERS OF INSTRUCTION	225,000		225,000		0				0	
		OFFICERS OF ADMINISTRATION	1,497,757	3,250	1,410,738		87,019				87,019	
		BI-WEEKLY -- OTHER	122,650	4,717	123,122		(472)				(472)	
		CASUAL	36,000	2,125	24,467		11,543				11,543	
		OVERTIME	21,000	765	23,630		(2,630)				(2,630)	
		Total Salaries	1,902,407	10,857	1,806,946		95,461				95,461	
		FRINGE BNFTS-DISTR	625,510	2,923	597,540		27,970				27,970	
		ADDL NONGRANT FRINGE	7,514	27	7,162		352				352	
		Total Fringe	633,024	2,950	604,702		28,322				28,322	
		2. SW & F (1000 1999)	2,536,431	13,807	2,411,648		123,783				123,783	
1900	1900											
1904	1904											
2100	2100	SUPPLIES & MATER-UND	39,238	1,659	39,865		(627)				(627)	
2110	2110	OFFICE SUPPLIES	14,000	2,609	13,387		613				613	

- Click a **Subcode** in the **MTD** column to view the Month to Date (MTD) Transaction report.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Find Transaction By Subcode Report (MTD) For June Final 2012 thru 08/07

Department Range: 001-00-0000 to 001-99-9999 Subcode Range: 0001 to 9999 Account Range: 000000 to 999999

Account Number	Sub Code	Description	Date Input	Order Number	Transaction EC Loc Ref. 2	Offset Acct. / Inv	Revenues / Expenses	Batch Ref. Date
2-00100	1800	FRINGE DISTRIBUTION	0710		60	2-98300-1800	\$1,082.25	PRLJ45 0710
2-00101	1800	FRINGE DISTRIBUTION	0710		60	2-98300-1800	\$582.75	PRLJ45 0710
2-00106			0706		60	2-98300-1800	\$254.75	PRLS01 0706
2-0011		Account Number: 200101	0710		60	2-98300-1800	\$1,406.36	PRLJ45 0710
2-0011		Account Description: PO EXECUTIVE SUPPORT	0710		60	2-98300-1800	\$289.29	PRLJ45 0710
6-7394		Resp Person: OLSEN, CARLA MATERO	0723		60	2-98300-1800	(\$692.86)	PRLS18 0723
		DEPT: 001-03-00						
	1800						\$2,922.54	
		REPORT TOTAL					\$2,922.54	

User ID: s22398

- Click a **Subcode** in the **YTD** column to view the Year to Date (YTD) Transaction report.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Find Transaction By Subcode Report (YTD) For June Final 2012 thru 08/07

Department Range: 001-00-0000 to 001-99-9999 Subcode Range: 0001 to 9999 Account Range: 000000 to 999999

Account Number	Sub Code	Description	Date Input	Order Number	Transaction EC Loc Ref. 2	Offset Acct. / Inv	Revenues / Expenses	Batch Ref. Date
2-00100	1800	FRINGE DISTRIBUTION	0104		60	2-98300-1800	\$1,576.70	PRLS58 0104
2-00100	1800	FRINGE DISTRIBUTION	0113		60	2-98300-1800	\$6,802.07	PRLS02 0113
2-00100	1800	FRINGE DISTRIBUTION	0131		60	2-98300-1800	\$6,802.07	PRLS01 0131
2-00100	1800	FRINGE DISTRIBUTION	0215		60	2-98300-1800	\$7,773.32	PRLS01 0215

**Note:** When June\_Final is selected for the Month in Report Parameters, "thru 08/07" is displayed in the report title.

## Transaction by Code Report

The Transaction by Code Report is not listed among the other reports in the DARTS folder. You can launch this report from other reports.

1. Click a **Subcode** from the Subcode column in other reports, such as the Account Summary Statement, to open the Transaction by Subcode Report.

Sub Code
1800
1804
S,W & F (100
2100

The Transaction by Subcode Report appears for the selected Subcode for the related Account and Date.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Transaction By Subcode (YTD) For June Final 2012

Account #:	260500	Department:	620-00-00	Acct Period:	7/1/1989
Account Title:	BAKER FIELD	Map Code:	10000	Proj Period:	
Resp. Person:	MALONE,KEVIN	Exp Func:	5000	Budget Code:	0000

Sub Code	Description	Date Input	Order Number	Transaction EC Loc Ref. 2	Offset Acct. / Inv	Revenues / Expenses	Batch Ref. Date
1800	FRINGE DISTRIBUTION	01/06	60		2-98300-1800	\$1,573.41	PRLS00 0106
1800	FRINGE DISTRIBUTION	01/13	60		2-98300-1800	\$1,573.28	PRLS01 0113
1800	FRINGE DISTRIBUTION	01/20	60		2-98300-1800	\$1,573.43	PRLS01 0120
1800	FRINGE DISTRIBUTION	01/27	60		2-98300-1800	\$1,974.73	PRLS01 0127
1800	FRINGE DISTRIBUTION	02/03	60		2-98300-1800	\$1,573.42	PRLS00 0203

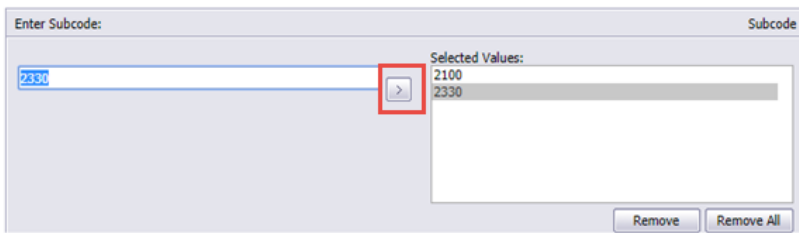
2. Click the **Refresh Report** icon from the Report Viewer to change the Account and Date and view multiple Subcodes on a report.



The Enter Values window appears.



- Update values as desired. You can add multiple Subcodes by typing the value in the **Enter Subcode** field and clicking the **Arrow** button to add it to **Selected Values**.



- Click **OK**. The new report with the added values appears.

1800	FRINGE DISTRIBUTION	12/23	60	2-98300-1800	\$1,512.86	PRLS01 1223
1800	FRINGE DISTRIBUTION	12/30	60	2-98300-1800	\$1,631.05	PRLS01 1230
1800	FRINGE DISTRIBUTION	12/30	60	2-98300-1800	\$249.75	PRLS03 1230
<b>1800</b>					<b>\$132,568.73</b>	
1804	ADDL FRINGE DIST	01/06	60	2-98300-1804	\$18.90	PRLS00 0106
1804	ADDL FRINGE DIST	01/13	60	2-98300-1804	\$18.90	PRLS01 0113
1804	ADDL FRINGE DIST	01/20	60	2-98300-1804	\$18.90	PRLS01 0120

## Payroll Reports

Depending on your role and permissions, you may have access to run the Payroll reports listed in the DARTS folder, **Department Employee Report**, **Employee Report**, **Payroll Detail Report** and **Payroll Summary Report**.

	Account Detail Statement
	Account Summary Statement
	Chart of Accounts
	Department Employee Report
	Employee Report
	General Ledger Statement
	Payroll Detail Report
	Payroll Summary Report
	Rollup Report

Within some reports, you can click to access other reports for more details.

### Payroll Summary Report

<a href="#">&lt; Previous Month</a>	<a href="#">Summary Statement</a>	<a href="#">Detail Statement</a>	<a href="#">Payroll Detail</a>	<a href="#">Next Month &gt;</a>							
COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK											
<b>Payroll Summary Report For June Final 2012</b>											
Account #:	260500	Department:	620-00-00	Acct Period:	07/01/89 -						
Account Title:	BAKER FIELD	Map Code:	10000	Proj Period:	-						
Resp. Person:	MALONE, KEVIN	Exp Func:	5000	Budget Code:	0000						
			Month To Date	Total To Date	Encumbered To Date	Encumb Period					
Emp Name	Uni	Sub Code	Salaries	Fringe	Salaries	Fringe	Salaries	Fringe	MMDDYY	MMDDYY	Cumul Salaries
BUSSERT, RICHARD	<a href="#">rb2390</a>	1450									
CHANNER, RICHARD S.	<a href="#">rc193</a>	1540									
CHANNER, RICHARD S.	<a href="#">rc193</a>	1540									
CHANNER, RICHARD S.	<a href="#">rc193</a>	1590									
GONZALEZ, JAIME A.	<a href="#">jg55</a>	1680									
MAIGA, BOUBACAR	<a href="#">bm436</a>	1450									
MALONE, KEVIN	<a href="#">km2359</a>	1450									
<a href="#">MCDONALD, JOHN A.</a>	<a href="#">jam10</a>	1590									

- You can hover over the **Employee Name** to view information about the employee.
- Click the **UNI** to view the Employee by Account Report.
- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.

<a href="#">&lt; Previous Month</a>	<a href="#">Summary Statement</a>	<a href="#">Detail Statement</a>	<a href="#">Payroll Detail</a>	<a href="#">Next Month &gt;</a>
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- Click the **Summary Statement**, **Detail Statement**, or **Payroll Detail** links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.

<a href="#">&lt; Previous Month</a>	<a href="#">Summary Statement</a>	<a href="#">Detail Statement</a>	<a href="#">Payroll Detail</a>	<a href="#">Next Month &gt;</a>
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## Payroll Detail

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COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Payroll Detail Report For June Final 2012

Account #:	260500	Department:	620-00-00	Acct Period:	07/01/89 -
Account Title:	BAKER FIELD	Map Code:	10000	Proj Period:	-
Resp.Person:	MALONE,KEVIN	Exp Func:	5000	Budget Code:	0000

Doc LD	Seq#	Trans Type	Uni	Employee Name	PF	Fringe	Co Code	Sub Code	Earn Type	Salaries Paid	Fringe Expense	Encumb Period		Offset Acct
												MM/DD/YYYY	MM/DD/YYYY	
		NML			1	HY	01	1540	RG			06/25/2012	07/01/2012	--
		NML	jam10	MCDONALD, JOHN A.	1	HY	01	1540	RG			06/25/2012	07/01/2012	--
		NML			1	HY	01	1540	RG			06/25/2012	07/01/2012	--
		NML			1	HY	01	1540	RG			06/25/2012	07/01/2012	--
		NML			1	HY	01	1540	RG			06/25/2012	07/01/2012	--
<b>TOTAL</b>														

- You can hover over the **Employee Name** to view information about the employee.
- Click the **UNI** to view the Employee by Account Report.
- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.

[< Previous Month](#)      [Summary Statement](#)      [Detail Statement](#)      [Payroll Summary](#)      [Next Month >](#)

- Click the **Summary Statement**, **Detail Statement**, or **Payroll Summary** links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.

[< Previous Month](#)      [Summary Statement](#)      [Detail Statement](#)      [Payroll Summary](#)      [Next Month >](#)

## Employee Report

When you run the Employee Report, you are prompted to select the report **By Account** or **By Earnings Code**.

Enter Values

Enter UNI: UNI  
 jam10

Enter Year: Year  
 2012

Enter Month: Month  
 June\_Final

Enter Report Type: Report Type  
 By Account  
 By Earnings Code

OK

### Employee by Account

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COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Employee By Account For June Final 2012

Account Number	Dept.	Earn Code	Month To Date		Year To Date		Encumbered		Total		Percent
			Salaries	Fringe	Salaries	Fringe	Salaries	Fringe	Salaries	Fringe	
MCDONALD, JOHN A. jam10											
260500-1540	620-00-00	008									
298200-1680	983-00-00	013									
260500-1680	620-00-00	MMA									
260500-1590	620-00-00	OVT									
260500-1540	620-00-00	REG									
260500-1540	620-00-00	SCK									
260500-1540	620-00-00	SNW									
260500-1540	620-00-00	VAC									
<b>TOTAL</b>											

### Employee by Earning Code

< Previous Month Next Month

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

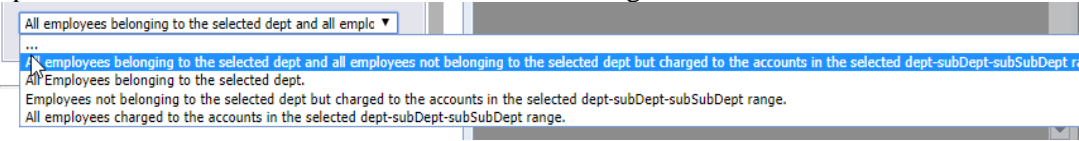
### Employee By Earnings Code For June Final 2012

Earnings Code	Description	Month To Date		Year To Date		Encumbered		Total		Percent
		Salaries	Fringe	Salaries	Fringe	Salaries	Fringe	Salaries	Fringe	
MCDONALD, JOHN A. jam10										
008	ADDLCOMPNP									
013	CLOSH ALLW									
MMA	MEAL ALLOW									
OVT	OT EARN									
REG	REG EARN									
SCK	SICK PAY									
SNW	SNWREMOVAL									
VAC	VAC PAY									
<b>TOTAL</b>										

- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.

### Department Employee Report

When you run the Department Employee Report, you are prompted to select the Employees relationship to the desired departments from the bottom of the Enter Values dialog.



After entering the desired parameters, the report appears.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### Departmental Payroll Report For June Final 2012 thru 08/07

Department Range: 620-00-00 to 620-99-99

Admin Dept	Employee Name	Uni	Acct Number	Subcode	Acct Dept	Acct SubDept	Acct Sub SubDept	Earnings Code	MTD Salary	MTD Fringe	YTD Salary	YTD Fringe	Encumbered Salary
620	MCDONALD, JOHN A.	jam10	288200	1680	883	00	00	013					
									1,147.30	382.05			

- You can hover over the **Employee Name** to view information about the employee.

### 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