

CLAS FACULTY REPORTS

REPORT INFORMATION:

Faculty Reports come in a single interactive PDF file featuring 3 levels of reporting:

- **Report 1: Faculty Statement of Accounts Summary:** snapshot summary of account number, name, end date and balance.
- **Report 2: Faculty Statement of Accounts by Object Code:** A more detailed view on the object codes and broader categories in which expenses are made. The budget, actuals, encumbrances and what is available are shown by object description.
- **Report 3: Faculty Transaction for a 2-week period:** Shows the transactional detail for the last two weeks for each object code. Blue hyperlinked object codes have activity within the last two weeks, these are drill-down capable.

Each report allows drill down capability as applicable. Faculty will receive these reports for accounts on which they are the account supervisor.

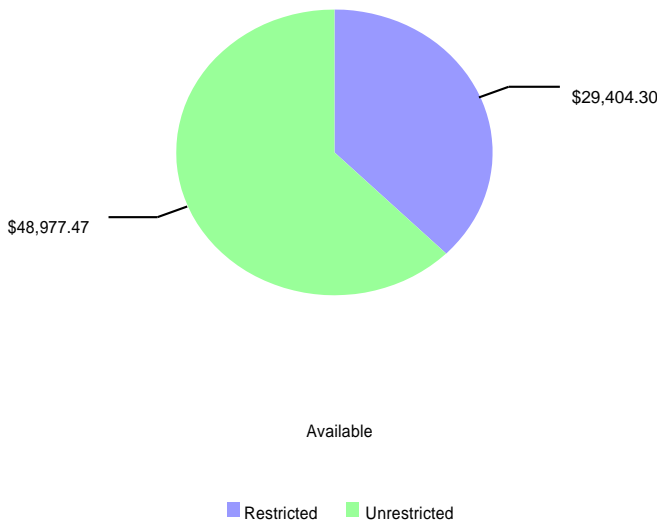
Reports will continue to run on Monday mornings on a bi-weekly cycle. Faculty will only receive reports if they have active accounts with current fiscal year activity. Reports will batch from bsc@uconn.edu. For any questions or concerns please contact the CLAS Business Services Center at 486-1231 or bsc@uconn.edu

See below for faculty report examples.

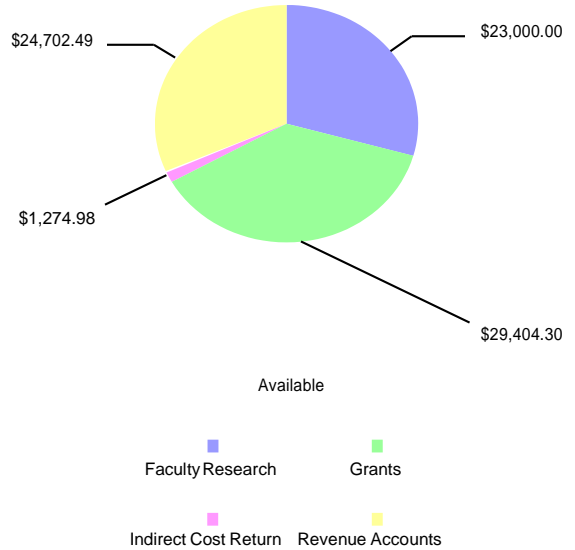
Report 1

Graphs display Resources by Restricted vs Unrestricted Funds, and Available Funds by Category Type for a quick snapshot of resources available

Restricted vs. Unrestricted



Available Balance by Category



Faculty Statement of Accounts Summary

as of 08/06/15

Faculty/PI NAME

Dept: DEPT NAME

College of Liberal Arts & Sciences

Each category includes pending entries

Account	Name	End Date	Budget	Actual	Encumbered	Available
4188870	Consulting Research		31,148.47	.00	6,445.98	24,702.49
4622300	NAME IDC Account	06/30/2033	4,771.01	3,496.03	.00	1,274.98
4631650	Research Excellence Program	03/14/2016	25,000.00	2,000.00	.00	23,000.00
5623333	New Research	07/31/2015	13,997.34	17,669.87	.00	-3,672.53
5628999	Inferences and Computation	07/31/2016	86,214.00	51,523.17	1,614.00	33,076.83

* Balances exclude indirect costs for grant and contract accounts (9900).

* Contact BSC@uconn.edu with any questions or visit <http://www.bsc.clas.uconn.edu/>

* Available Balance includes all pending edocs in process in KFS as of prior day close of business.

Blue underlined lettering indicates a drill down feature

Indicates end date is approaching or has passed

Indicates account is in deficit- Please contact departmental staff or CLAS BSC at bsc@uconn.edu

Report 2

Faculty Statement of Accounts by Object Code

as of 08/06/15

Faculty/PI NAME

Dept: DEPT NAME

College of Liberal Arts & Sciences

Acct: 5628999 | Inferences and Computation

End Date: 07/31/2016

Each category includes pending entries

Object	Object Description	Budget	Actual	Encumbered	Available
EXPENSE					
Personnel					
5100	Personal Services-Budget Pool	73,496.00	.00	.00	73,496.00
<u>5231</u>	Payroll - Contractual	.00	17,026.32	1,000.00	-18,026.32
5250	Payroll - Graduate Students	.00	21,947.40	.00	-21,947.40
<u>5631</u>	Fringe Benefits - Contractual (5231)	.00	3,582.83	65.00	-3,647.83
5650	Fringe Benefits - Grad Students (5250)	.00	3,982.12	.00	-3,982.12
<u>5725</u>	Worker's Compensation	.00	384.70	16.50	-401.20
Total Personnel		73,496.00	46,923.37	1,081.50	25,491.13
Grad Tuition					
7530	Graduate Tuition Fee Charge	10,299.00	5,132.30	.00	5,166.70
Total Grad Tuition		10,299.00	5,132.30	.00	5,166.70
Travel					
<u>7630</u>	Foreign Travel	1,000.00	200.00	.00	800.00
7635	Out-of-State Travel	1,619.00	.00	.00	1,619.00
Total Travel		2,419.00	.00	.00	2,419.00
Other					
3010	Nominal Expense Closeout	.00	.00	.00	.00
Total Other		.00	.00	.00	.00
Total EXPENSE		86,214.00	52,055.67	1,081.50	33,076.83
Account Balance					33,076.83

* Balances exclude indirect costs for grant and contract accounts (9900).

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* Available Balance includes all pending edocs in process in KFS as of prior day close of business.

Blue underlined lettering indicates a drill down feature and therefore activity in this object code within the last two weeks.

Available Balance may appear negative for some categories because budget dollars may not be line itemed or a budget has not been created. For example, the available amount for object code 5231, Payroll – Contractual is negative because there is no budget for that object.

The purpose of this report is to show the faculty member budget, actual expenditures, encumbrances, and available balance by category.

Report 3

Faculty Account Transactions for 07/22/2015 - 08/05/2015

Faculty/PI NAME

Dept: DEPT NAME

College of Liberal Arts & Sciences

KFS# 5628999 | Inferences and Computation

Object: 5231 | Payroll - Contractual

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Each Object Code will have its own page

Date	EDOC	Description	Budget	Encumbrance	Actuals
08/04/2015	Special	JOE ZHANG	.00	.00	-2,638.00
08/05/2015	Special	WE CHI	.00	-500.00	.00
08/05/2015	Special	WE CHI	.00	.00	500.00

- * Balances exclude indirect costs for grant and contract accounts (9900).
- * Contact BSC@uconn.edu with any questions or visit <http://www.bsc.clas.uconn.edu/>
- * **Transactions listed in green italic are considered pending and are not yet finalized in KFS.**

Indicates the payroll category based on object code

The purpose of this report is to show the faculty member a detailed listing of transactions that have hit their account in the past 2 weeks by object code. Each object code will have its own page.

Payroll transactions will now display with employee detail.

Page Break- Report 3 example continued

Faculty Account Transactions for 07/22/2015 - 08/05/2015

Faculty/PI NAME

Dept: DEPT NAME

College of Liberal Arts & Sciences

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KFS# 5628999 | Inferences and Computation

Object: 7630 | Foreign Travel

Date	EDOC	Description	Budget	Encumbrance	Actuals
<i>08/04/2015</i>	<i>1888760</i>	<i>T-Foreign, John Smith</i>	<i>.00</i>	<i>.00</i>	<i>200.00</i>

* Balances exclude indirect costs for grant and contract accounts (9900).

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