

How to Read Financial Reports:

You can open the reports in either PDF or XLS formats. PDF is set up for printing, but XLS will require you to change the layout before printing in order to get the report on one page.

To view a DSOA (for Departments):

- The first column shows all of the various PeopleSoft (PS) accounts that have either been budgeted or charged to. These are separated by Salaries, & Non-Salaries (a.k.a Manager's), expenses. The top rows of the report are organized to show the Budgeted amount, the total that has been spent (both in the current month & in total Year-to-date) and the balance available. The remaining rows show the percentage that has been spent so far this fiscal year of the revised budget, and what had been spent in the prior year in the same month.
- Most users will focus on the details in the Revised Budget, Year-to-date (YTD) Spending, and Balance Available. Below these categories, the next section shows the totals for Manager's section, the Department in total (which would include student & temp labor, if charged to the department) and then the net balance available. This same information is also show at the very bottom of the page. **To see how much is available in a department, you would look at the cell found in the row "Department Net Total" and the column "Balance FY2X Available".**
- Below the "Totals" rows are the details of each PS account that was budgeted and/or spent. This is where you can compare what you budgeted for each category to what you actually spent. To see the individual transactions behind each of these subtotals, you would go back to the WMS Financial Reports screen in PeopleSoft & select the Report Type "TrnDtl YTD" in either PDF or XLS format.

To view a PSOA (for Projects):

- The first column shows all of the various PS accounts that have either been budgeted or charged to. These are separated by Salaries, & Non-Salaries (a.k.a. Manager's), expenses. The top rows of the report are organized to show the Budgeted amount, the total that has been spent (Actual Paid to Date (PTD)), the balance available, and the percentage used. Keep in mind that the information in these first, lavender colored columns are life-to-date totals, which include both current & prior year activity, and show the net amount available in the project.
- The next group of columns show the current year's original & revised budgets, actual spending for the current month & year-to-date, and the fiscal balance available of the revised budget. The last columns show what had been spent in the prior year in the same month.
- Most users will focus on the details in the yellow column for Revised Budget, the red column for Year-to-date (YTD) Spending, and the grey column for Balance Available. The middle section of the report shows a row for each PS Account that was budgeted and/or spent. This is where you can compare what you budgeted for each category to what you actually spent. To see the individual transactions behind each of these subtotals, you would go back to the WMS Financial Reports screen in PeopleSoft & select the Report Type "TrnDtl YTD" in either PDF or XLS format.
- At the bottom of the report are the totals for Manager's section, the Project in total (which would include salaries & benefits, if charged to the project) and the net balance available. **To see how much is available in a project, you would look at the cell found in the row "Project Net Total" and the grey column "Balance FY2X Available".**

It is critical for managers to review their financial reports often to ensure there is no unexpected or fraudulent activity and to ensure that spending is within budgeted amounts. It is ok to overspend on one PS account & underspend on another as long as, in total, it is within budget.