



The report will show both expenses posted directly to the source account, and cost share expenses funded by the source account. The report will group cost share within the appropriate expense type category. For example, personnel cost share is grouped in the Personnel Services section of this report. You can then click on a dollar amount in blue font under the Current Month Actuals column to drill down and see specific transaction detail. In this example we will drill down on the 1,000 transaction for object code 7932 Cost Share Transfers Personnel. To drill down, click the amount, and then click the popup that says "Account Detail: Transactions".

**General - Financial Management**

**Income/Expense**

\* Fiscal Year<sup>o</sup>: 2014 | \* Period Number<sup>o</sup>: 01 | College Code: --Select Value-- | Organization Code<sup>o</sup>: --Select Value-- | Organization Name: --Select Value-- | Sub-Organization: --Select Value-- | Account Number: 1230260 | Sub Account Number: --Select Value-- | View Closed Accounts?: (All Column Value)

Fund Group Name: --Select Value-- | Sub-Fund Group Name: --Select Value-- | Accounting Category: EX | Consolidation Code: --Select Value-- | Object Code: --Select Value-- | Cost Sharing Account Number: --Select Value-- | Cost Share Type<sup>o</sup>: --EX | Income Stream Account Number: --Select Value-- | Budget Shell Code: --Select Value--

Fiscal Officer User ID: --Select Value-- | Fiscal Officer Name: --Select Value-- | Chart Code: --Select Value-- | Level Code: --Select Value--

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**NOTE:** Selecting Sub Account Number(s) requires the selection of the Account Number in order to work!

**Income / Expense**

Select Report View: Account Details

Organization Code	Account Number	Sub Account Number	Consolidation Object Name	Level Name	Object Code	Object Code Name	Sub Object Code	Sub Object Name	Original Budget	Base Budget	Current Budget	Current Month Actuals	Fiscal Year Actuals	Inception to Date	Open Encumbrances	Pre-Encumbrance	Balance Available	
1525	1230260	-	PERSONNEL SERVICES	Salaries	1000	PERS SERV-ABR SBPOOL	-	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				Salaries	1120	Federal Salaries (ere 6)	-	-	131,833.00	131,833.00	131,833.00	1,105.78	1,105.78	1,105.78	0.00	0.00	130,727.22	
				Salaries	1140	Regular Academic App/Fac Salaries (ere-4)	-	-	27,306.00	27,306.00	27,306.00	0.00	0.00	0.00	0.00	0.00	27,306.00	
				Salaries	1150	Fiscal App/Fac Salaries (ere-4)	-	-	179,614.00	179,614.00	179,614.00	0.00	0.00	0.00	0.00	0.00	179,614.00	
				Salaries	1180	Classified Staff Salaries (ere 2)	-	-	16,059.00	16,059.00	16,059.00	0.00	0.00	0.00	0.00	0.00	16,059.00	
				Wages	1300	WAGES - ABR SUBPOOL	-	-	1,297.00	1,297.00	1,297.00	0.00	0.00	0.00	0.00	0.00	1,297.00	
				Employee Related Expense	2118	Federal Employees ERE	-	-	0.00	0.00	293.03	293.03	293.03	293.03	0.00	0.00	0.00	
				Salaries	7932	Cost Share Transfers - Personnel	-	-	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	(1,000.00)	
				Employee Related Expense	7933	Cost Share Transfers-ERE	-	-	0.00	0.00	0.00	265.00	265.00	265.00	0.00	0.00	(265.00)	
				<b>PERSONNEL SERVICES Total</b>						<b>356,109.00</b>	<b>356,109.00</b>	<b>356,402.03</b>	<b>2,663.81</b>	<b>2,663.81</b>	<b>2,663.81</b>	<b>0.00</b>	<b>0.00</b>	<b>353,738.22</b>
				<b>EXPENSES Total</b>						<b>356,109.00</b>	<b>356,109.00</b>	<b>356,402.03</b>	<b>2,663.81</b>	<b>2,663.81</b>	<b>2,663.81</b>	<b>0.00</b>	<b>0.00</b>	<b>353,738.22</b>



## Part 2: The Payroll Expenditure Listing.

To see the specific detail of the cost share salaries such as the individual names and hours, you can use the Payroll Expenditure Listing. In this example, account 4098800 is entered from the above example, and the Payroll Listing shows the specific salaries. You need to set the filters for fiscal year, month, etc. to match the Income/Expense report filters you were using. Then change the report view to "Summary by Account and Employee Name". Notice the 1,000 of salaries matches the 1,000 of cost share salaries from the above screenshots. You can then set the report view to a different detailed view to see more information.

General - Labor Ledger Alerts Home Catalog Favorites Dashboards New Open Signed In As Villalobos, Marcel A - (marcel)

Overview **Payroll Expenditure Listing with SET** Position Encumbrances Detail Payroll Exceptions

Make your selections and click Go:

\* Fiscal Year<sup>o</sup> 2014 Fiscal Period<sup>o</sup> 01 Post Date Between

Organization-Code \* --Select Value-- Organization Name --Select Value-- **Account Number** 4098800 Sub Account Number --Select Value-- Object Code --Select Value-- Level Code --Select Value--

Employee Id --Select Value-- Employee Name --Select Value-- Position Number --Select Value-- Account Supervisor --Select Value-- Fiscal Officer Name --Select Value-- Balance Type Code AC Cost Share Type<sup>o</sup> --Select Value-- Project Code --Select Value--

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Payroll Expenditure Listing with SET

Account Number	Sub Account Number	Employee Name	Position Number	Object Code	Object Code Name	Pay Period Earn Date	Document Type Code	Position FTE	Hours Worked	Expenditure Amount
4098800	CS001	Ottman, Michael J	1835908	1120	Federal Salaries (ere 6)	01/01/1900	ST	1.00	0.00	\$1,000.00
				<b>1120 Total</b>					<b>0.00</b>	<b>\$1,000.00</b>
				2118	Federal Employees ERE	01/01/1900	ST	1.00	0.00	\$265.00
				<b>2118 Total</b>					<b>0.00</b>	<b>\$265.00</b>
	<b>CS001 Total</b>								<b>0.00</b>	<b>\$1,265.00</b>
<b>4098800 Total</b>									<b>0.00</b>	<b>\$1,265.00</b>
<b>Grand Total</b>									<b>0.00</b>	<b>\$1,265.00</b>

Document Type Name is equal to **LLPR, LLCP, LLJV, ST, YEST, ET, BT, YEBT**  
 and Origin Code is equal to **UE, 01, MF, SP**  
 and Account Number is equal to **4098800**  
 and Fiscal Period is equal to **01**  
 and Fiscal Year is equal to **2014**  
 and Balance Type Code is equal to **AC**

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