

MANAGERS FINANCIAL REPORT

Purpose

Provides a manager with a useful budget snapshot as of the end of a month. This snapshot includes a line-item breakdown and comparison of amounts budgeted, encumbered and expended.

Use

Primary budget management tool for managers.

Advice

- Manager should review this report monthly and use it in conjunction with other reports such as the Roster Staffing/Staffing Report to manage the budget of a work unit or account.
- It is important to note that the ENCUMBERED amount for each budget line with OBJ CLASS 1E and higher is equal to the sum of amounts encumbered for orders, contracts, etc. on that line. In contrast, for salary lines (OBJ CLASS 1A through 1D) the ENCUMBERED amount is a plug figure calculated as CURRENT BUDGET minus EXPENDED. Thus, for these salary lines in particular, it is vitally important to ensure that CURRENT BUDGET amounts accurately reflect anticipated payroll costs for the fiscal year.

Report Column/Field	Description
FD/AGY/ORG/UNIT	Fund, Agency, Organization and Appropriation Codes that together represent an account in which expenditures are recorded and tracked
OBJ CLASS	Object class – a code that classifies an expenditure by a common expenditure category such as full-time salaries, repairs, supplies, equipment, etc.
CURRENT BUDGET	The amount budgeted for each budget line as of the reporting date
ENCUMBERED	The amount encumbered (obligated) as of the reporting date (see important note under Advice above)
%ENC	ENCUMBERED divided by CURRENT BUDGET
EXPENDED	The total amount of payments processed for each budget line through the reporting date
%EXP	EXPENDED divided by CURRENT BUDGET
BALANCE	CURRENT BUDGET minus ENCUMBERED minus EXPENDED
%BAL	BALANCE divided by CURRENT BUDGET