

## QUICK REFERENCE GUIDE

November 1, 2019

### Run the Manager's Financial Report (MFR)

#### Overview

In this guide, you will learn how to run the Manager's Financial Report (MFR). This report provides real time budget information to assist managers, budget coordinators, and other interested staff. A print screen and description of the report is provided below.

m MINNESOTA		MANAGER'S FINANCIAL REPORT			Run DateTime: 12/7/2018 12:27 PM Source Report #: KK002 As of Date: 12/07/2018		
Selection Criteria: Budget Period - 2019, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - G100086 to G100086							
Break On: Budget Period, Fund, DeptID, AppropID							
Budget Period:	2019	Fund:	5200 Training	DeptID:	G1037610 Training	AppropID:	G100086 Training
Remaining Payroll Projection	Full-Time (41000):	\$728,188.81	Part-Time (41030):	\$0.00	Total:	\$728,188.81	
Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended	
41000 Full Time - Salary	1,144,700.00	0.00	1,070,357.46	74,342.54	0.00	1,070,357.46	
41030 Part-Time-Seasonal-Labor Serv	5,300.00	0.00	4,728.29	571.71	0.00	4,728.29	
41050 Overtime and Premium Pay	0.00	0.00	-79.18	79.18	0.00	-79.18	
41070 Other Employee Cost	0.00	0.00	0.00	0.00	0.00	0.00	
41100 Space Rental And Utilities	178,973.00	0.00	99,176.00	5,029.68	74,767.32	173,943.32	
41110 Printing And Advertising	75,000.00	0.00	25,907.09	0.00	49,092.91	75,000.00	
41130 Prof-Tech Serv-Outside Vend	1,740,113.00	0.00	69,450.00	0.00	1,670,663.00	1,740,113.00	
41145 IT/Prof/Tech O/S Vendor	40,000.00	0.00	0.00	0.00	40,000.00	40,000.00	
41150 Computer and System Services	70,000.00	0.00	0.00	0.00	70,000.00	70,000.00	
41155 Communications	8,000.00	0.00	1,056.00	0.00	6,944.00	8,000.00	
41160 Trav-Sub-InState-Border Comm	7,000.00	0.00	987.49	118.13	5,894.38	6,881.87	
41180 Employee Development	83,068.00	0.00	200.00	0.00	82,868.00	83,068.00	
41196 Centralized IT Services	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	
41300 Supplies	301,160.00	0.00	14,023.75	0.00	287,136.25	301,160.00	
41500 Repairs To Equip & Furn	0.00	0.00	4,806.91	0.00	-4,806.91	0.00	
42010 Statewide Indirect Costs	40,038.00	0.00	0.00	0.00	40,038.00	40,038.00	
43000 Other Operating Costs	51,981.00	0.00	10,000.00	0.00	41,981.00	51,981.00	
47160 Equipment-Non Capital	15,000.00	0.00	3,236.25	5,393.75	6,370.00	9,606.25	
<b>Total</b>	<b>3,810,333.00</b>	<b>0.00</b>	<b>1,303,850.06</b>	<b>85,534.99</b>	<b>2,420,947.95</b>	<b>3,724,798.01</b>	

Report Sections	Description
<b>Header</b>	The header of the report displays the report parameters (Selection Criteria) that were used to generate the report.
<b>Remaining Payroll Projections</b>	Salary Projection information from SEMA4 displays for full and part time positions. This information can be compared to the encumbered amounts. Salary Projections are highly dependent upon Intend to Fill and Position End Date fields being completed with the correct information in SEMA4.
<b>Detail Lines by Account Class and Description</b>	The status of expense budgets display, showing the Current Budget, Pre-encumbered, Encumbered/Committed, Expended, Unobligated (available to encumber), and Unexpended amounts by account class. (Expense Budgets are established using the 5-digit account class.)

Steps to complete:

- Step 1: Enter your Manager’s Financial Report Criteria
- Step 2: View the Report

## Step 1: Enter your Manager’s Financial Report Criteria

1. Navigate to the Manager’s Financial Report page by using one of the options below:

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Commitment Control, KK Process, left-menu, Review Budget Activities, Manager’s Financial Report.
<b>WorkCenter</b>	Accounting, Commitment Control, GL/KK WorkCenter, .left-menu, Reports/Processes, My Reports, Manager’s Financial Report.

2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.

**Manager’s Financial Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)



**Process Scheduler Request**

User ID 01159534 Run Control ID TRAINING

Server Name [dropdown] Run Date 10/03/2018

Recurrence [dropdown] Run Time 8:26:21AM

Time Zone [dropdown] [Reset to Current Date/Time]

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Manager's Financial Report	M_KK002	Application Engine	Web	PDF	Distribution

[OK] [Cancel]

6. Accept the default process selected “**Manager’s Financial Report (M\_KK002)**” and click on the **OK** button to return to the *Manager’s Financial Report* page.

**Note:** the *Process Instance* number now appears below the **Run** button. This number is useful information to provide to the SWIFT Helpdesk, if you experience difficulty and need to assistance.

7. Click on the **Process Monitor** link and monitor the progress of the job with the *Process Name* “**M\_KK002**” for the report that you ran. You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* = “Success” and the *Distribution Status* = “Posted”.

**Process List** | Server List

**View Process Request For**

User ID 011 Type [dropdown] Last [dropdown] 1 Days [dropdown] [Refresh]

Server [dropdown] Name [dropdown] Instance From [dropdown] Instance To [dropdown] Report Manager

Run Status [dropdown] Distribution Status [dropdown]  Save On Refresh

**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28111780		Application Engine	M_KK002	01175486	04/04/2019 8:07:46AM CDT	Success	Posted	Details

[Go back to Manager's Financial Report](#)

## Step 2: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

### Option 1: Navigate to the Administration tab of the Report Manager

1. From the *Process List* page, click on the **Report Manager** link under the **Refresh** button.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters and a 'Refresh' button. A red box highlights the 'Report Manager' link located below the 'Refresh' button. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	28111780		Application Engine	M_KK002	01175496	04/04/2019 8:07:46AM CDT	Success	Posted	<a href="#">Details</a>

At the bottom left, there is a link: [Go back to Manager's Financial Report](#).

2. On the **Report Manager** page, click on the **Administration** tab.

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The 'Administration' tab is highlighted with a red box. Below this is a 'View Reports For' section with filters and a 'Refresh' button. Below the filters is a table with the following data:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	23523366	25812614	<a href="#">Manager's Financial Report</a>	10/03/2018 8:29:13AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Below the table, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a message: 'Click the delete button to delete the selected report(s)'. At the bottom left, there is a link: [Go back to Manager's Financial Report](#).

3. Click on the **Manager's Financial Report** link listed in the **Description** column for the report that you ran. The PDF of the report displays in a new window.

m1 MINNESOTA		MANAGER'S FINANCIAL REPORT			Run DateTime: 12/7/2018 12:27 PM Source Report #: KK002 As of Date: 12/07/2018		
Selection Criteria: Budget Period - 2019, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - G100086 to G100086							
Break On: Budget Period, Fund, DeptID, AppropID							
Budget Period:	2019	Fund:	5200 Training	DeptID:	G1037610 Training	AppropID:	G100086 Training
Remaining Payroll Projection		Full-Time (41000):	\$728,188.81	Part-Time (41030):	\$0.00	Total: \$728,188.81	
Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended	
41000 Full Time - Salary	1,144,700.00	0.00	1,070,357.46	74,342.54	0.00	1,070,357.46	
41030 Part-Time-Seasonal-Labor Serv	5,300.00	0.00	4,728.29	571.71	0.00	4,728.29	
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41100 Space Rental And Utilities	178,973.00	0.00	99,176.00	5,029.68	74,767.32	173,943.32	
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41130 Prof-Tech Serv-Outside Vend	1,740,113.00	0.00	69,450.00	0.00	1,670,663.00	1,740,113.00	
41145 IT/Prof/Tech O/S Vendor	40,000.00	0.00	0.00	0.00	40,000.00	40,000.00	
41150 Computer and System Services	70,000.00	0.00	0.00	0.00	70,000.00	70,000.00	
41155 Communications	8,000.00	0.00	1,056.00	0.00	6,944.00	8,000.00	
41160 Trav-Sub-InState-Border Comm	7,000.00	0.00	987.49	118.13	5,894.38	6,881.87	
41180 Employee Development	83,068.00	0.00	200.00	0.00	82,868.00	83,068.00	
41196 Centralized IT Services	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	
41300 Supplies	301,160.00	0.00	14,023.75	0.00	287,136.25	301,160.00	
41500 Repairs To Equip & Furn	0.00	0.00	4,806.91	0.00	-4,806.91	0.00	
42010 Statewide Indirect Costs	40,038.00	0.00	0.00	0.00	40,038.00	40,038.00	
43000 Other Operating Costs	51,981.00	0.00	10,000.00	0.00	41,981.00	51,981.00	
47160 Equipment-Non Capital	15,000.00	0.00	3,236.25	5,393.75	6,370.00	9,606.25	
<b>Total</b>	<b>3,810,333.00</b>	<b>0.00</b>	<b>1,303,850.06</b>	<b>85,534.99</b>	<b>2,420,947.95</b>	<b>3,724,798.01</b>	

- View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this guide.

## Option 2: Navigate to the View Log/Trace page

- From the *Process List* page, click on the **Details** link for the process that you ran. The *Process Detail* page displays.

Process Detail x

[Help](#)

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**Process**

Instance 25812614	Type Application Engine
Name M_KK002	Description Manager's Financial Report
Run Status Success	Distribution Status Posted

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**Run**

Run Control ID TRAINING

Location Server

Server PSUNIX

Recurrence

**Update Process**

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

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**Date/Time**

Request Created On 10/03/2018 8:29:13AM CDT

Run Anytime After 10/03/2018 8:26:21AM CDT

Began Process At 10/03/2018 8:29:32AM CDT

Ended Process At 10/03/2018 8:30:17AM CDT

**Actions**

[Parameters](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

[Transfer](#)

[View Locks](#)

OK
Cancel

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

2. Click on the **View Log/Trace** link.
3. Click on the **M\_KK002.pdf** link. The PDF of the file displays in a new window.

View Log/Trace x

[Help](#)

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**Report**

Report ID 23523366      Process Instance 25812614      [Message Log](#)  
 Name M\_KK002      Process Type Application Engine  
 Run Status Success

Manager's Financial Report

**Distribution Details**

Distribution Node fmsap      Expiration Date 10/10/2018

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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_M_KK002_25812614.stdout</a>	289	10/03/2018 8:30:17.082137AM CDT
<a href="#">AE_M_KK002_25812614.trc</a>	2,504	10/03/2018 8:30:17.082137AM CDT
<a href="#">M_KK002.pdf</a>	55,600	10/03/2018 8:30:17.082137AM CDT
<a href="#">M_KK002_25812614.xml</a>	12,634	10/03/2018 8:30:17.082137AM CDT

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**Distribute To**

Distribution ID Type	Distribution ID
User	01159534

4. View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this guide.

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Budget Period: 2019	Fund: 5200 Training	DeptID: G1037610 Training				
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